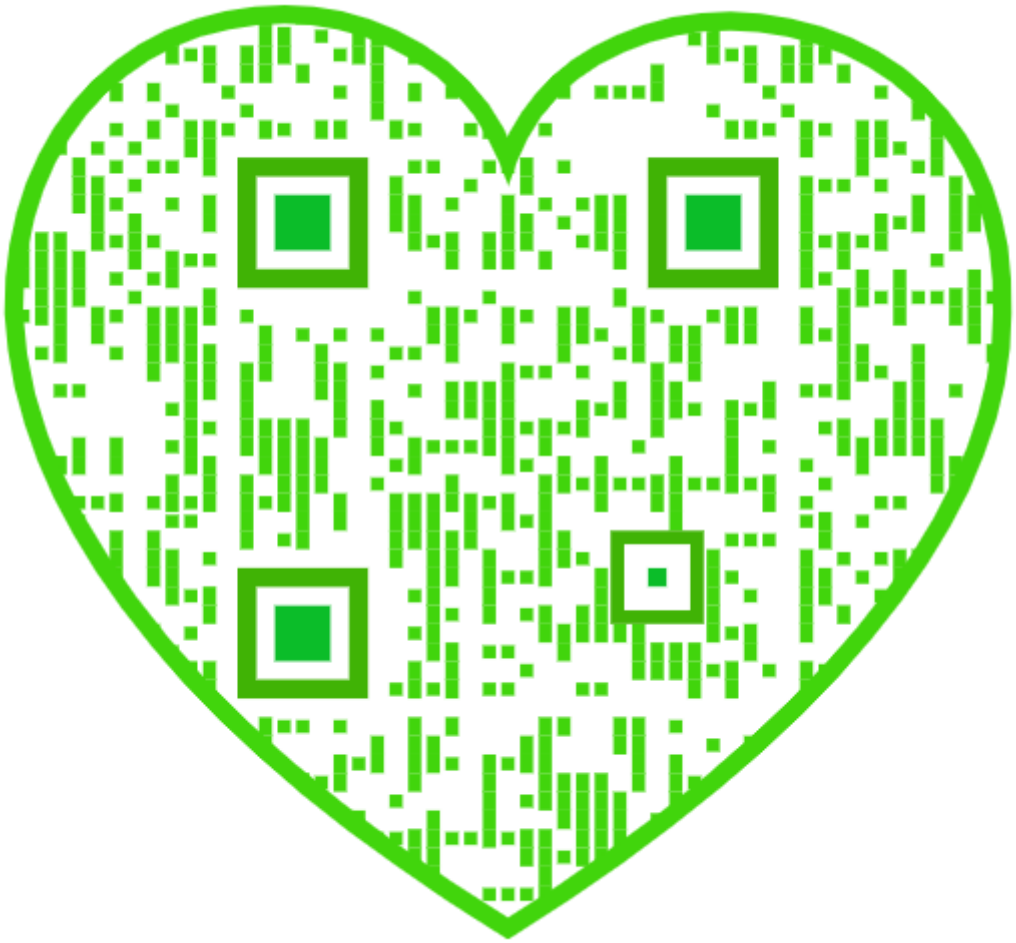
Z
56
B3975
1919

Beers Shorthand



Class Z 56
Book B 3975
Copyright No. 1919

COPYRIGHT DEPOSIT.

Chas. H. Potter & Co.
INCORPORATED
431 ELEVENTH ST., N. W.
WASHINGTON, D. C.
Printers Bookbinders

BEERS SHORTHAND

A SYSTEM OF LIGHT LINE PHONOGRAPHY
ADAPTED TO EVERY PURPOSE FOR WHICH
SHORTHAND CAN BE USED

By

JAMES W. BEERS

New and Improved Edition
(Eleventh Issue)

THE BEERS SHORTHAND COMPANY
NEW YORK

Z 56
.B397 5
1919

Entered according to Act of Congress, in the year 1908 by
J. W. BEERS,
in the Office of Librarian of Congress at Washington, D. C.

Entered at Stationers' Hall, London.

Interim Copyright Registered at Ottawa According to
Act of the Parliament of Canada, in the Year 1908 by
J. W. BEERS, at the Department of Agriculture.

Registered with the Minister of the Interior, France.

Registered with the Ministry of the Interior, Spain and also other
Countries Subscribing to the Berne Convention.

Copyright, 1919, by James W. Beers.

NOV 18 1919

©CI.A535757

FOREWORD—AN EXPLANATION

The system of shorthand presented in this book is the result of more than thirty-five years' investigation, study and practice by the author. It was first published in 1908. In less than five years from that time *nine editions** of the Text were published, and it was more widely taught, more extensively used, and more favorably known than any other system at the same age.†

Its future appeared very bright and enlarged plans were developing for its dissemination and for the creation of a very extensive shorthand literature. Then came a series of events that, to me, spelled calamity—the illness and death of my father, the failure of the bank in which my funds were placed, legal entanglements of no interest to the public, and the break-down of my health.

I had to cease operations—drop BEERS SHORTHAND utterly. I had spent the best years of my life in developing the system. I knew what it *is*—that it DOES excel, and to have to lay it aside, perhaps forever, was a cruel blow.

But a kind Providence has decreed otherwise. After these years of battling against things over which I had no control, the skies have cleared, and I am again in working harness, full of vigor and determination, with no one now to endeavor to dictate to me how this product of my brain shall be handled. I am indeed thankful.

When I look back over those lost years and recall the letters received from loyal friends of the system —letters begging to know what was the matter—letters urgently calling for books—letters which I could not answer and orders which I could not fill—that's the bitterest part of all—my apparent neglect of those splendid men and women who were standing back of me with such an abiding faith in the system. But now all may be explained.

This may sound like a strange preface—it is an unusual preface. It seems to be the custom of authors to devote their prefatory pages to telling the public how brilliant are their (the authors') achievements. Temperaments differ—and so do shorthand systems.

BEERS SHORTHAND lies before you. As you scan its pages you will appreciate its simplicity; as you practice its outlines you will realize its wonderful facility; as you read the engraved sections you will be impressed with its transcendent legibility, and will give it that measure of praise which is not seemly for me to utter.

JAMES W. BEERS.

LEONIA, NEW JERSEY, April 10, 1918.

---

*Each of these editions was a complete, bound Text, not merely bound pamphlets that some publishers designate as "editions."

†As a matter of fact the system was being taught more extensively than some competing systems that had been on the market and actively advocated for more than thirty years, and backed by many times the capital.

CONTENTS

FOREWORD—An Explanation iii

INTRODUCTION vii

FIRST LESSON—K, G, R, L, N, M, T, D, A, E, I 1
Rules for Joining the Circle—Phrasing

SECOND LESSON—P, B, F, V, Ch, J, Ng, Nk 7
S-Z—How to Join S—Indistinct T Omitted

THIRD LESSON—W, Wh, Kw (Q) 13
S-Hook—Ses-Sis-Sus—Contractions

FOURTH LESSON—O, U 19
Omission of O and U—Diacritics Inserted

FIFTH LESSON—Th, Sh, Y, H 25
Prefixes and Terminations

SIXTH LESSON—Diphthongs 31
Concurrent Vowels—Omission of Vowels

SEVENTH LESSON—Combined Consonants 37
End-t, Dem, Der, Del, Ten, Etc.
Tif-v, Def-v, Bend-t, Etc.—Repeated Strokes

EIGHTH LESSON—Modes of Expressing R 43
Skr, Sp—Omission of R—Business Phrases

NINTH LESSON—Compounds 49
Tr Implied—Ble, Ple, Cle, Aggra, Appr, Etc.

TENTH LESSON—Modes of Expressing T—The Loop 55
The Loop in Phrasing—Derivatives
T Omitted—Past Tense

ELEVENTH LESSON—Lengthened Signs 61
Com-n—Contr-—Elevated Word-Signs

TWELFTH LESSON—Natural Abbreviations 67
Omission of Consonants and Endings

THIRTEENTH LESSON—Prefix Syllables 73

FOURTEENTH LESSON—Compound Prefixes 79
Word-Signs as Prefixes and Affixes
Com-n Preceded by Other Syllables

FIFTEENTH LESSON—Terminations 85
-lity, -rity, -mity, -nity, -vity, ernity
Graph—-city, -stic—Logy—Ulate, Etc.
Ness, Less, Bleness—Soever—Fication

SIXTEENTH LESSON—Terminations, Concluded 91
Litic, Matic, Etc.—Ment—Hood—Cial
Ship—Tude—Cious—Endings of Cities

SEVENTEENTH LESSON—Phrasing 97
Grammatical Rules—Modified Forms
From—to— Omitted—Phrasing *how*

EIGHTEENTH LESSON—Advanced Phrasing 103
Omission of Words—Superlengths
Intersections—Special Phrases

NINETEENTH LESSON—Concluding Instructions 109
Numerals—Quantitative Words
Distinctions—Plurals—St., Ave.
Days—Months—Miscellany

SUPPLEMENTARY LESSON—General Exercise 115
States and Colonies—Great Cities

INTRODUCTION

To the Student

If you were starting in to learn any other system of shorthand your task would be difficult. You would find the unwieldy geometrical forms of any Pitmanic system, or the awkward combinations of other light line systems very hard things to master. You would find the obtuse angle, which abounds in all systems except this system, a continuous source of annoyance and illegibility. You would find that the light and heavy lines and from three to five positions of some systems lead to endless confusion.

You are about to learn a system having none of those defects; a system written forward and in one position the same as longhand, with the same manual movement as longhand. You will take great delight in writing its graceful, flowing outlines, and will resolve to practice them until you can write them as beautifully as the author did when he wrote the illustrations for this book. They were photographically reproduced. With practice *you can do it better than he*, for you are much younger and your nerves are under better control. *Aim to excel him!*

Shorthand is written phonetically; that is, only the sounds distinctly heard when a word is spoken are recorded in the outline. An "outline" is a sign, or combination of signs, that expresses a word.

To illustrate: to record, in shorthand, the word *deck*, we write only *d-e-k*, omitting the *c*, which is not

articulated in this word. For *gem* we write *j-e-m*, for, in this case, *g* takes the soft sound—the sound of *j*. For *gun*, or for *log*, we write the *g*-sign (pronounced *gay*)—the sign that represents the hard sound of *g*.

All silent letters are omitted, as the *e* in *mate*, one *t* in *bitter*, one *s* in *vessel*. We have no character for *c*. When it takes the soft sound, as in *city*, *s* is written, and when it takes the hard sound, as in *cotton*, *recover*, the sign for *k* is written.

We have no sign for *x*, as this letter is a combination of *k* and *s*. Note that *b-o-k-s* spells "box" as certainly as does *b-o-x*. *F* expresses *gh* in such words as *rough*; *through* is written *thru*; *ache* is *ak*.

Through all your study of shorthand keep constantly in mind that the two main factors of success are—

Practicing each outline hundreds of times, and

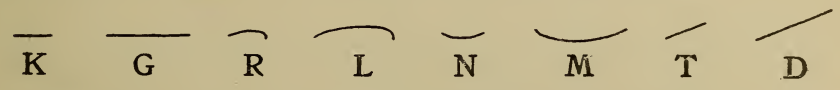
Reading everything you write—read it often.

The next page is inviting you. It will place you on the First Round of the Ladder to Success. Succeeding pages, leading to Higher Rounds, can be turned by YOU only. Success depends upon YOU.

FIRST LESSON

THE ALPHABET

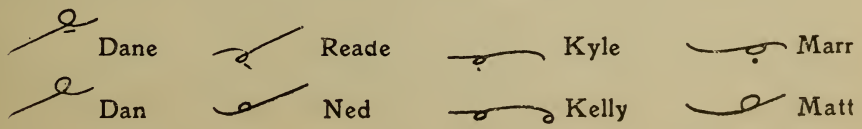
§ 1. The consonant signs are of three different lengths known as full-lengths, half-lengths, and ticks. Those given below are half-lengths and full-lengths, written forward; T and D slanting upward:



The sign for *G* is called *gay*—the hard sound heard in *get, tag.*

§ 2. The **Vowels A, E,** and **I** are expressed by circles—the *a*-group by a large circle; the *e-i*-group by a very small circle:

The long sounds of these vowels may be distinguished from the short sounds by little marks called "precision marks." It is not often necessary to employ them, but occasionally they are needed when writing peculiar proper names or unusual words, and for that reason you should become familiar with them:



NOTE—Make the circle VERY SMALL for *e* and *i*, and QUITE LARGE for *a*.

§ 3. HOW TO JOIN THE CIRCLES

1. When a circle begins or ends an outline it is written—(*a*) on straight signs with the forward motion, the direction in which the hands of a clock move; in other words, on the under side of the above straight signs. (*b*) Turn it on the inside of curves:

me, my

ail, ale

ache

day

lay

gay

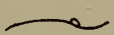
aid

aim

eddy

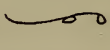
2. Between curves struck in opposite directions, which unite without an angle, turn the circle on the back of the first curve. Omit the vowel in *mail*, *rain* and *ran:*

limb


lean

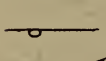
mail

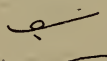
kneel


merry

rain, ran

3. (*a*) Between straight signs which unite without an angle, turn the circle on the first stroke as if no other sign were to follow. (*b*) Between a curve and a straight sign which unite without an angle, turn the circle on the inside of the curve:

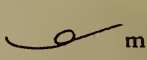

keg

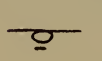

need

net

tied

dally

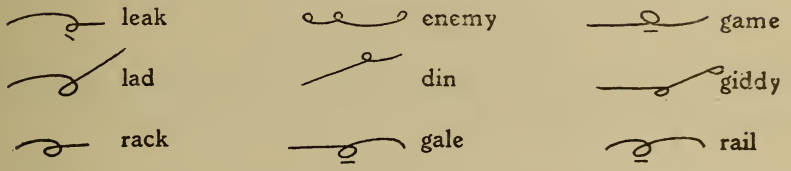

mad


cake

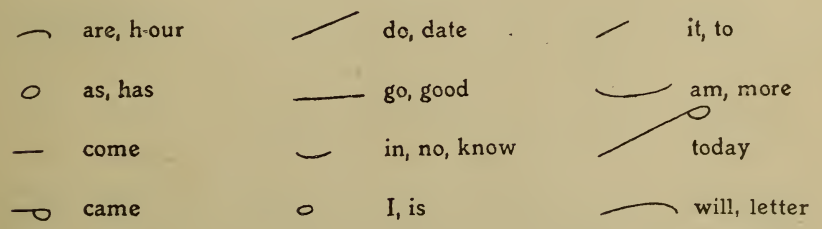
tile

tire

4. In any other combination, the circle is turned on the outside of the angle:

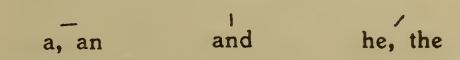


§ 4. **Word-Signs.**—About one-half of all English composition is made up of a few words used over and over. By providing brief forms for such words a high-speed factor is introduced. Such signs are termed "word-signs." They must be practiced until you are *perfectly familiar* with them. The first list follows:



Rem. When any sign is used to indicate more than one word, the words are such as can not be read, one for the other, and yet retain the sense of the sentence.

§ 5. **Tick Word-Signs.**—The following words, of very frequent occurrence, are indicated by minute dashes, called "ticks," thus:



Rem. 1. The sign for *he* or *the* is usually made downward.

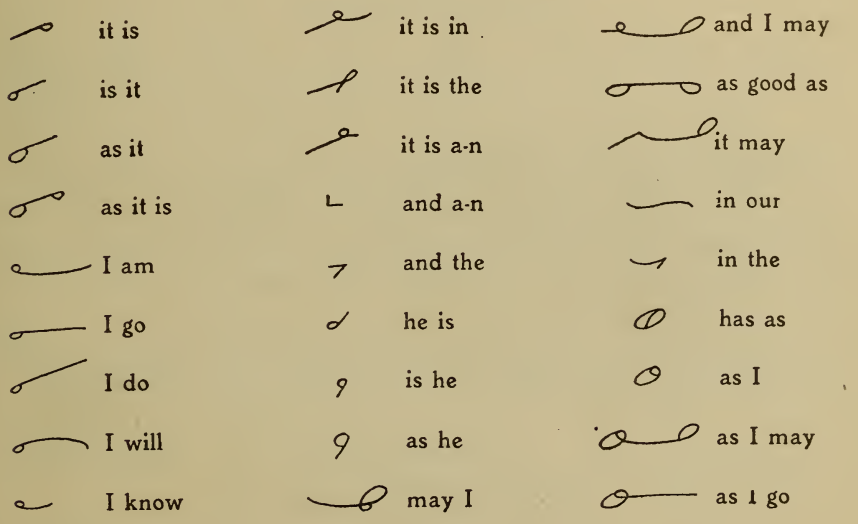
Rem. 2. Sometimes _ may be written for *and*, in phrasing (see next page), and ı may be written for *a-n*, in phrasing.

Additional Exercise

NOTE—All exercises should be practiced until every word in them can be written without a particle of hesitation.

*Place an inverted caret under outlines for proper names.

§ 6. **Phrasing.**—Speed is increased by joining the outlines of two or more words. Never phrase outlines that do not join easily, nor when the words are not closely connected in sense. Do not phrase proper names, nor words seldom heard.



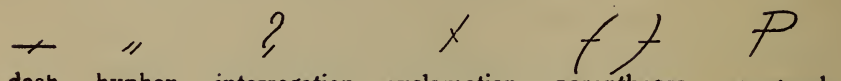
NOTE—When a tick-sign is joined to any sign other than a circle, an angle MUST appear where the signs unite. The sign for *to* is used only in phrase writing. See bottom of page 21.

Rem. The sign for *a-n* is usually joined at the BEGINNING of a phrase while *the* is usually joined at the END of a phrase, thereby avoiding a possibility of conflict if such distinction is not observed and the slant should vary.

---

§ 7. **Punctuation.**—Punctuation marks are practically the same as in ordinary writing. For sake

of distinction, the following marks are varied in form:



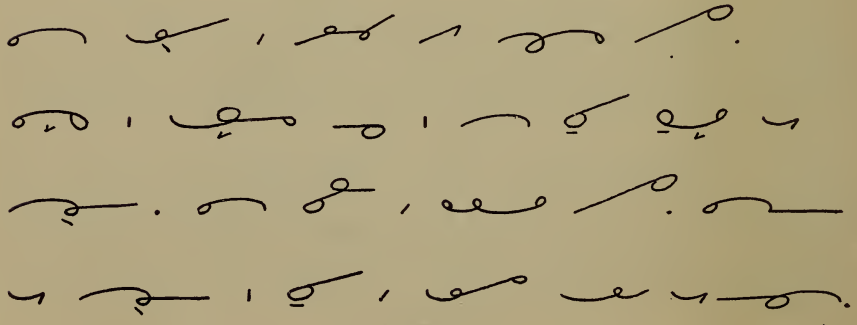
dash hyphen interrogation exclamation parentheses paragraph

Writing Exercise

NOTE—Words connected by a hyphen should be phrased.

1. We-may gain in-our attack and-it-may rally the team.
2. We lack a key to-the attic.
3. The wreck is-in-the lake and-may leak.
4. We-will attack the enemy at Lisle today.
5. Maggie came in-the leaky wreck.
6. We-may-go and guide Ned in-the lake.
7. It-is as-good-as we-may do.
8. The tame cat came in-the mail and ate the rat.
9. The needy men made a racket at the gate in the night.

Reading Exercise



SECOND LESSON

THE ALPHABET—Continued

§ 8. **Consonants.**—The following signs are half-lengths and full-lengths, written downward:

P B F V Ch J Ng Nk

Rem. *Ch* is called *chay*, not *see-aitch*.

§ 9. Join the circle to the above signs in the same manner in which it is turned on the signs given in the preceding lesson. Note carefully the application of the rules given under § 3:

Rule 1---
Clock motion: ape pay inky

Inside curves: each if edge

fee Eva itchy

Rule 2--- fetch chief Java

Rule 3--- pipe life alive

bib chin gem

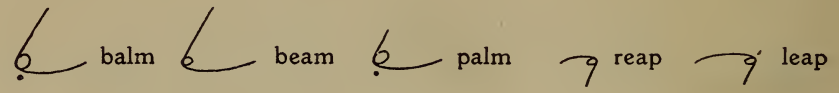
Rule 4--- gab cap niche

cave pitch jig

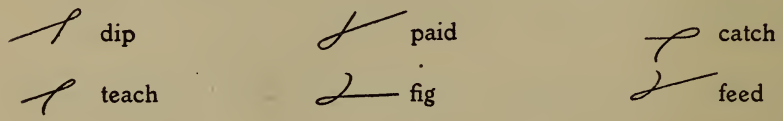
fear jet back

Rem. Such combinations as B-M, R-P, if made theoretically exact should come under Rule 4, but ease and beauty of

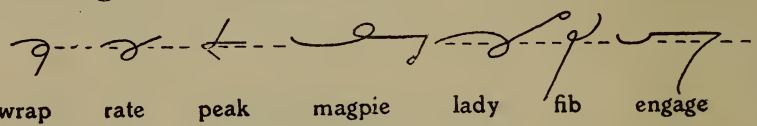
writing require that we regard them as blended combinations; consequently we turn the circle on the inside of the curves:



§ 10. The term "circle" is used only for convenience of expression; it usually is elliptical in shape. In some combinations it is a pronounced loop:

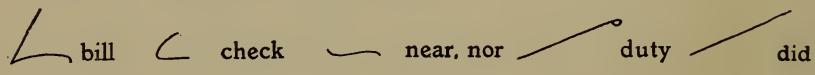


§ 11. **Position of Outlines.**—Thelower portion of the first STROKE should rest on the line. If the first SIGN is a tick or a circle, place the outline so that the second sign rests on the line:



Rem. Ruled paper is not necessary, but by using it, or at least following an imaginary line, greater speed will be attained than by writing in an unlineal manner.

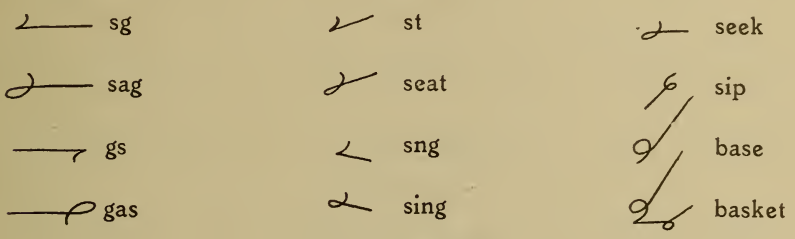
§ 12. Omit the vowels in—



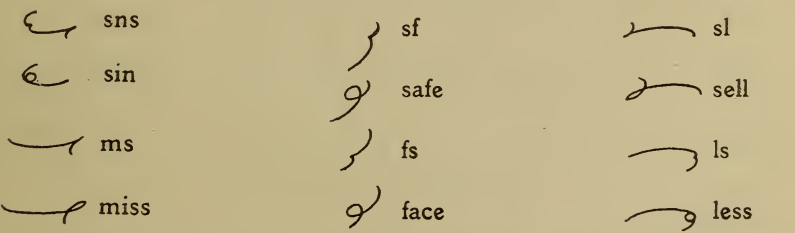
S AND Z

§ 13. Two signs are provided for S—a right-hand sign like a comma, and called "comma-s," and a left-hand sign like a minute Ch, called the "left s."

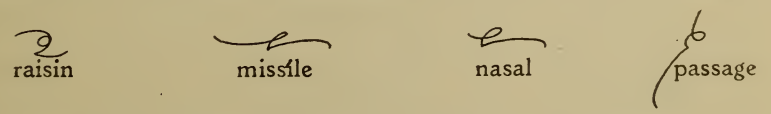
§ 14. **How to Join S.**—1. When joining S to a straight sign use the form that gives a sharp angle. The intervention of a circle does not nullify this rule:



2. When joining S to a curve use the form that requires the same pen movement that is required to make the curve-stroke. The intervention of a circle does not nullify this rule:

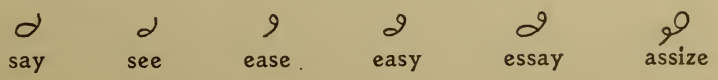


NOTE—When S comes between signs formed by reverse movements the preceding rules conflict. In such cases write the S that coincides in movement with the movement of the vowel.

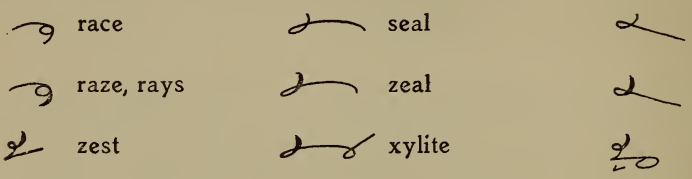


Rem. Omit obscure vowels; see "raisin." Write J for the syllable "age" unless preceded by P or B. In such cases write aJ.

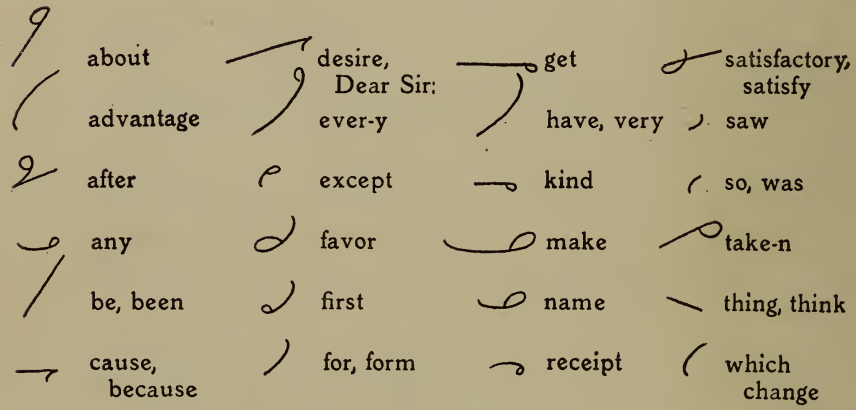
4. When S is the only consonant in a word use the right-hand sign:



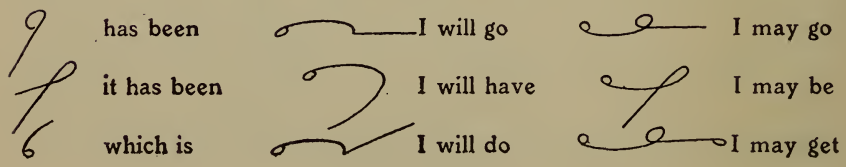
5. The S-sign is used for Z also. When necessary to make a distinction make the sign heavy for Z:



Word-Signs



Phrases

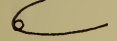


Rem. When phrasing *say* or *see* either S may be written:

Additional Exercise

bet

ditch


chime

rave

badge

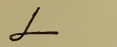
bag

pack

cab

match

map


pick

five

sell

by, buy

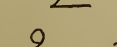
tab

bad

less

vast

risk


ask

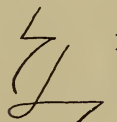
age

vied

feed

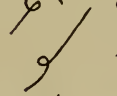
message

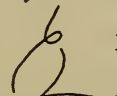
feel

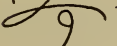

package

baggage

cheap


beef


page


vail

avail

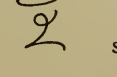
vague

fail

arrayed

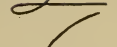
palate

fasten

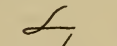

safer

escape

bask

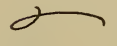

fag

jag

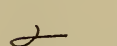

cheek

beak

efface


sale

case


sake

says

nap

enamel

meek

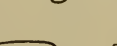
anaemic

misery

wreckage

adage

salad

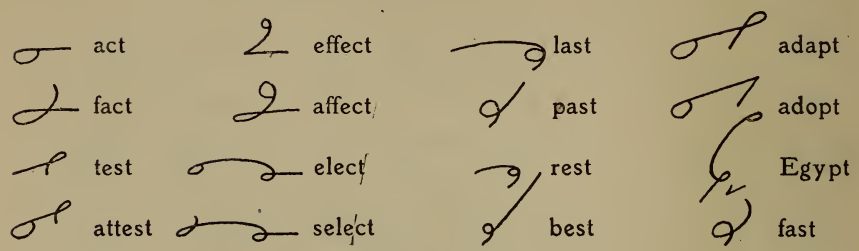

silk

vessel

guess

NOTE--Pay especial attention to the outlines for "baggage and package."

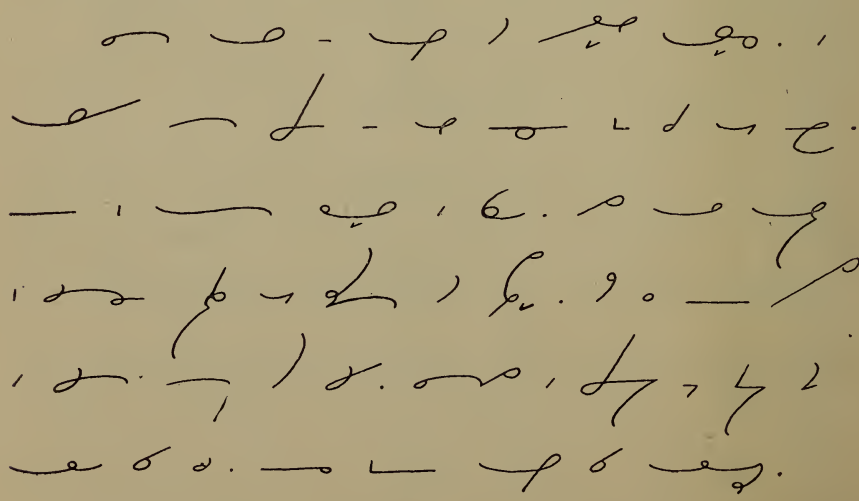
§15. T, when indistinctly sounded, may be omitted:



Writing Exercise

Dear Sir: I-will leave Paris in about ten days and-will-go to-see the big fight our army will-make. I-know our men are the best and will-lick the enemy if he-is in sight. If in Egypt get beef, meal and tea for-the army. It may-come by-rail. I-will-go by vessel to Calais [Ka-La] and by-rail to Nancy and Sedan. After our men make the fight it will-be safe to-live in Alsace in-the days to-come.

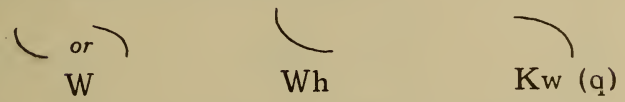
Reading Exercise



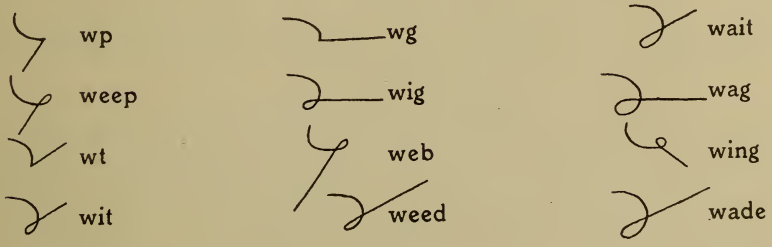
THIRD LESSON

THE ALPHABET—Continued

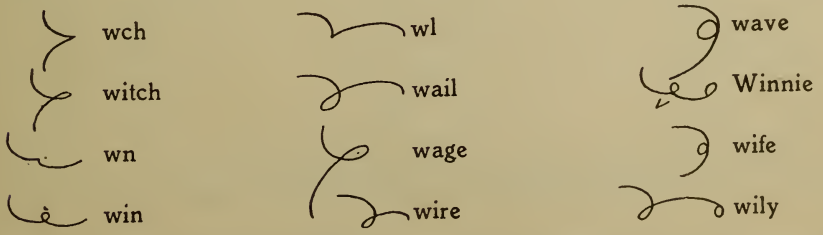
§ **17.** The following are half-lengths, and full-lengths, written downward:



§ **18.** 1. When W is to be joined to a straight sign use the sign that will join at a sharp angle. The intervention of a circle does not nullify this rule.



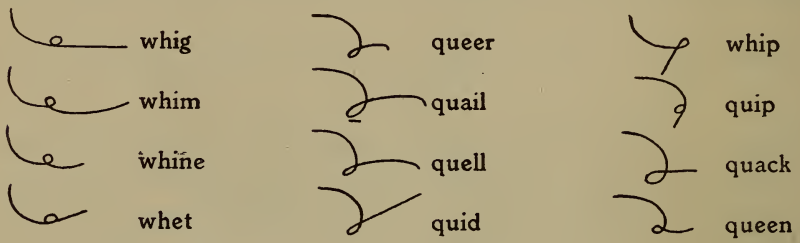
2. When joining W to a curve use the sign that requires the same movement that is required to form the curve to which W is to be joined. The intervention of a circle does not nullify this rule:



NOTE. Particular attention must be given to the principle underlying the above rules, the first being for the purpose of

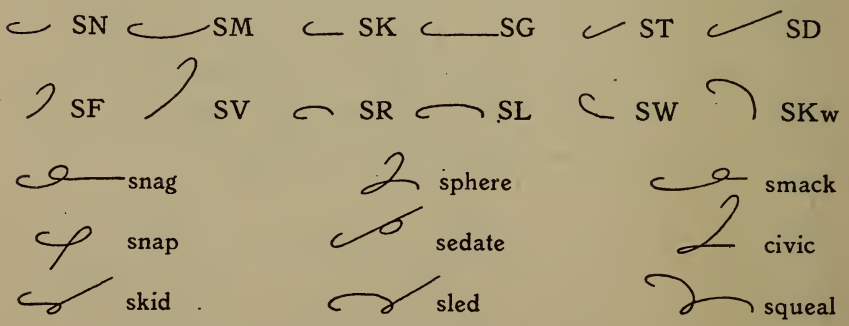
securing sharp angles; the second for securing uniformity of movement. Other duplicate curves will be given later, to which these rules shall also apply.

§ **19.** The letters *qu* in print express the sound of *kw*. Pronounce k-w-i-k and you will see the analogy.



THE S-HOOK

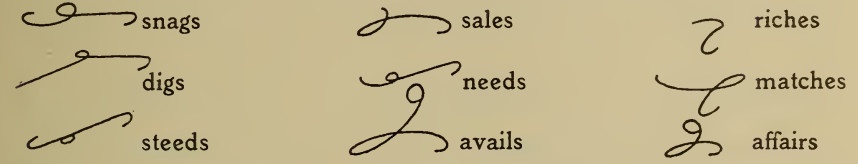
§ **20.** 1. S is joined to the consonants given below as a large initial hook. When a distinct vowel follows *s* write the tick-sign for S:



Note--Little if anything is gained by writing the hook form for S at the beginning of R or L. Some will prefer the hook; others the alphabetic form.

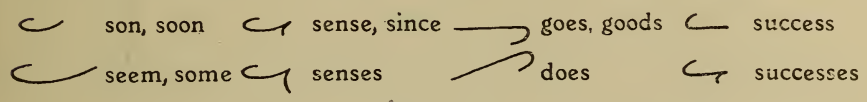
2. S is joined at the end of any straight stroke by turning a large hook on either side of the

stroke, and to any curved stroke by turning a large hook on the inside of the curve. When a distinct vowel precedes, write the tick-sign for S:



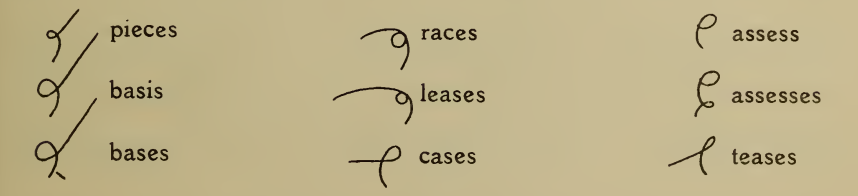
Note--Theoretically S could be made as a hook on the end of F or V, but it is more tedious to make the hook than to write the comma-s.

§ 21. The vowel in the following words is omitted:

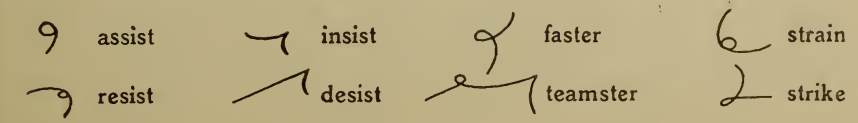


SES, SIS, SUS

§ 22. Writing either S-sign without slant and lengthening it slightly, expresses *ses*, *sis*, or *sus*. The choice of sign is governed by the rules that apply to S. Plurals formed by changing *sis* to *ses* are expressed by placing the ē-precision mark near by:



§ 23. Omit *t* from the syllable *sist*. Lengthen this sign to express *str* as in *master* or *stream:*



Word-Signs

allow-ance

average

business

consist-ent

consistency

differ-ence-t

hope, up

instant

just

least

most

must

possible-ility

serve, service

several

ward

want, we

way, we

week

well, went

were

where

when

while

Note that either of the signs for W may be written to express "we."

Phrases

I have

I hope

when is the

where is the

where are

in which

for which

any way

no way

some way

we may go

we will go

we do

will allow

will make

§ **24.** Omit the vowels in the following syllables:

pose

sum-e, s-m

sen, syn

dozen

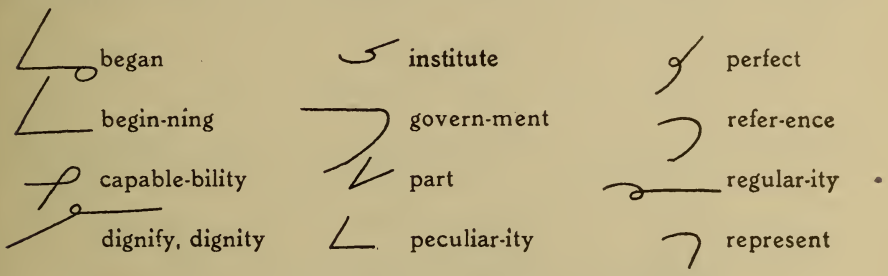
impose

resume

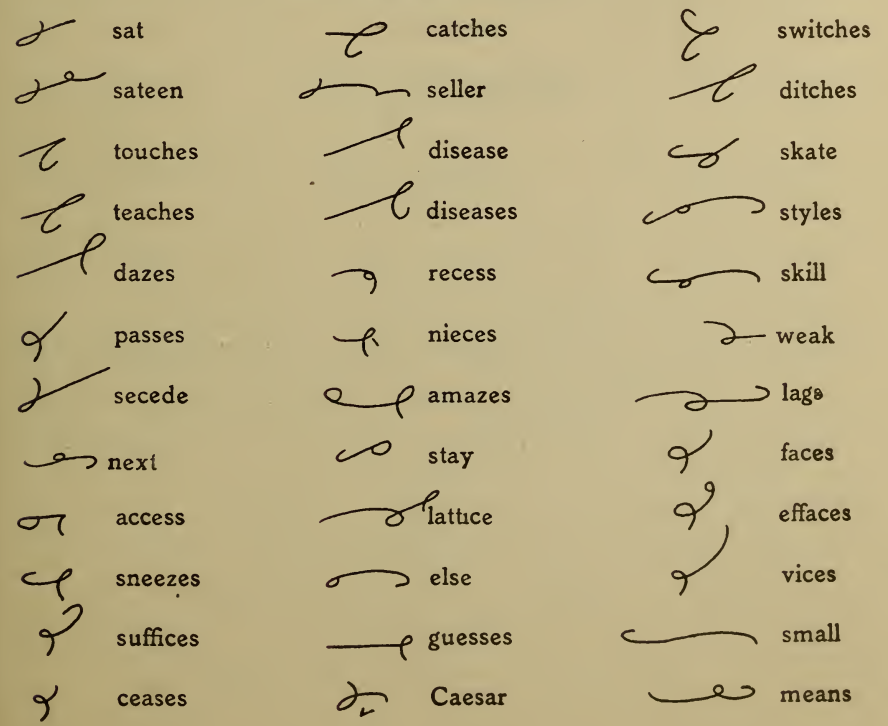
senate

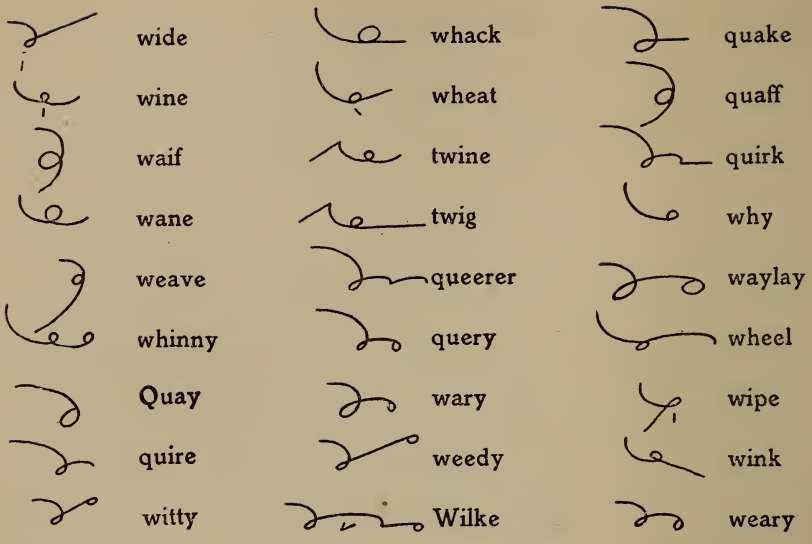
summit

§ 25. Contracted Outlines.—A contracted outline is one requiring more than one consonant stroke for its formation, and which presents an imperfect representation of the word, such as the following:

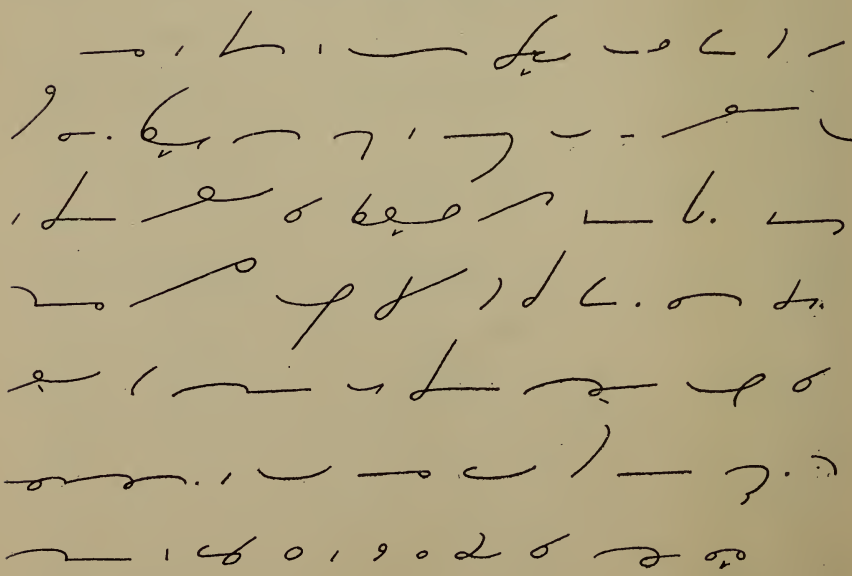


Additional Exercise





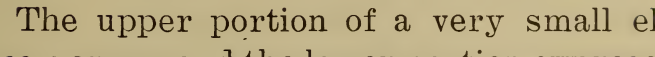
Reading Exercise



FOURTH LESSON

THE O-HOOK THE U-HOOK

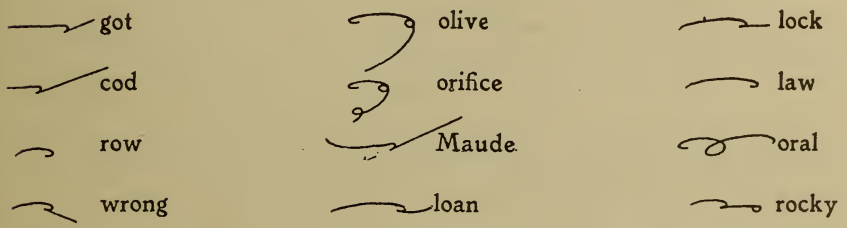
§ 26. The upper portion of a very small ellipse expresses *o* or *aw*, and the lower portion expresses *u:*



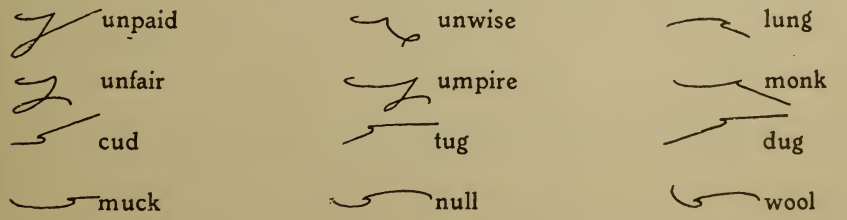
NOTE that *o* is made with the forward motion and that *u* is made with the reverse, or backward motion.

§ 27. HOW TO WRITE O AND U

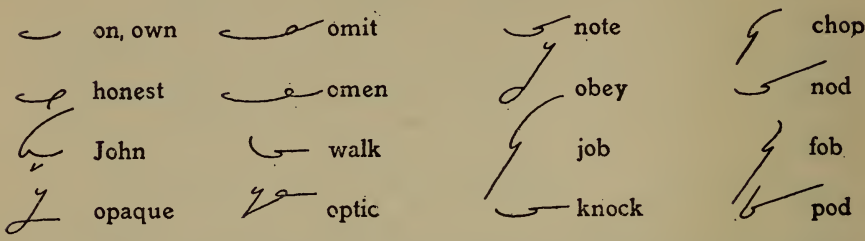
1. After K, G, N, and M, and before and after R, and L, *o* is turned on its side so as to form a hook:



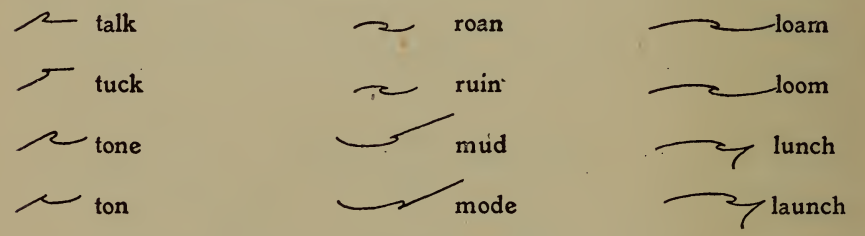
2. *U* is turned on the upper side of N, M, and Ng-k, at the beginning or end. Also, at the END, on the upper side of T, D, K, G, and left-W:



3. When *o* is preceded or followed by P, B, Ch, J, N, or M, or is preceded by W, the *u*-sign is used for *o*:

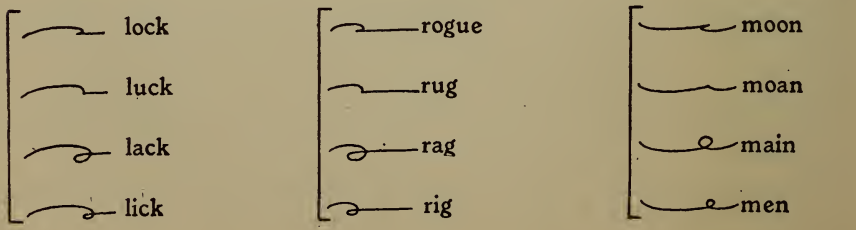


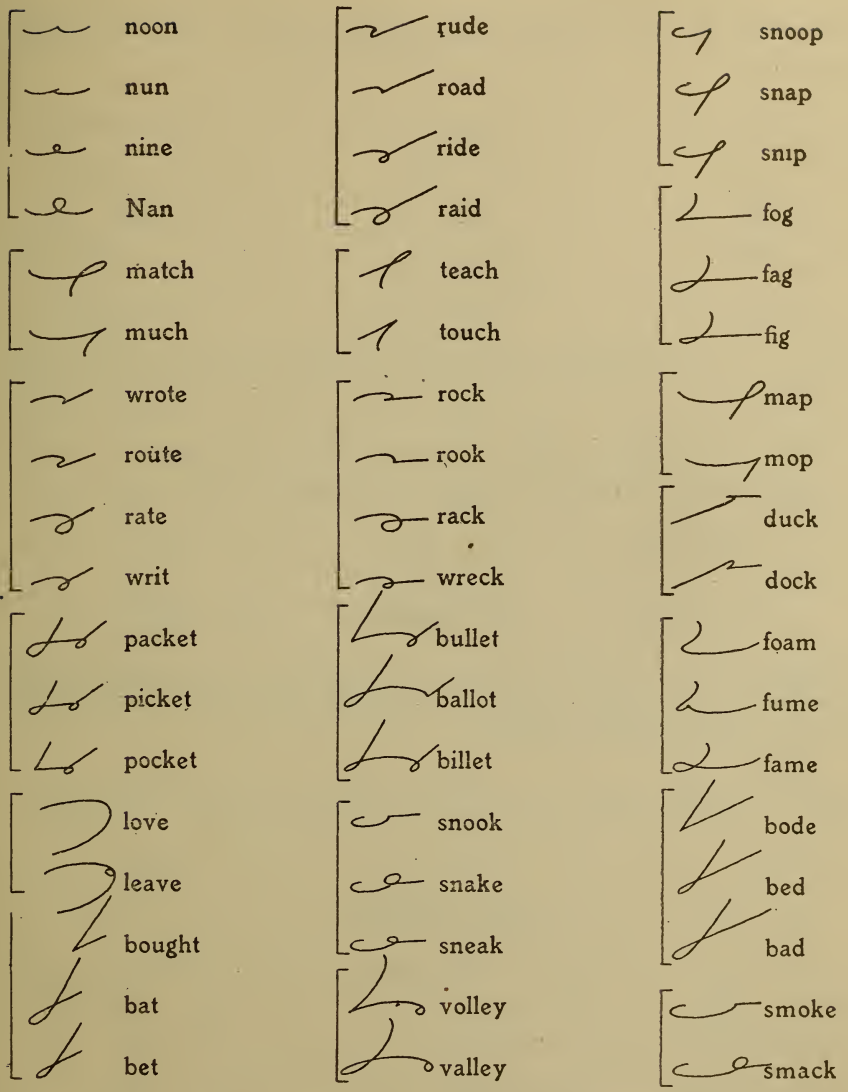
4. Between signs *o* and *u* may point in any direction so as to form a hook, writing *o* with the forward movement; *u* with the reverse or backward motion:



5. Between signs, when either *o* or *u* does not join as a hook, it is omitted.

NOTE—The fact that the circle vowels are nearly always written and that in most cases either *o* or *u* joins easily as a hook makes it clear that the outline without the vowel is as legible as the one containing the vowel. Observe and practice the following sets of words having the same consonants:





Rem. In a few instances *o* may be substituted for *u*, especially for the *oo*-sound *school:*

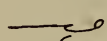
NOTE—When *to* is not phrased it is written in full as here.

6. When *o* or *u* begins or ends a word it is always written:

odd
few
chew
ought
 view
slew
arrow
ox
dew, due
k-new
widow
adieu

Rem. In words of more than one syllable, initial *o* may form a hook on *t* or *d*, as in *oddity*, *autopsy*. See *audibility*, page 88.

7. If necessary, the long sounds of *o* and *u* may be distinguished by precision marks, thus:

Doe
 Guni
Coate
Law
Moody
Cohn

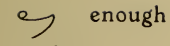
NOTE—The junction between a hook and a following stroke is occasionally made easier by inclining the end of the hook toward the preceding stroke:

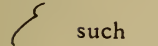
bud bug chuck chugs pod potato

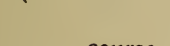
Word-Signs

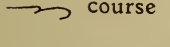
all
done, dollar-s
order, would
almost
gone
put
already
large
unless
altogether
necessary, necessity
took
body, but
none
what
call, could
of, who
you-r
Yours truly

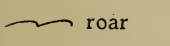
Additional Exercise

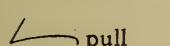

enough

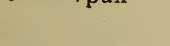

such

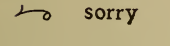

course

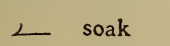

roar

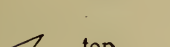

pull

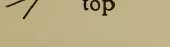

sorry

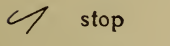

soak

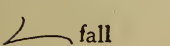

top

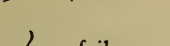

stop

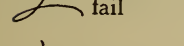

fall

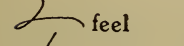

fail

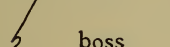

feel

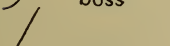

boss

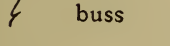

buss

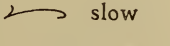

lot

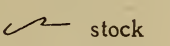

loot

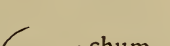

poor

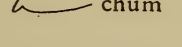

four

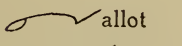

woke

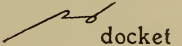

slow

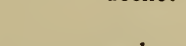

stock

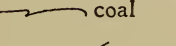

chum

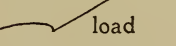

allot

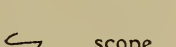

docket

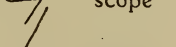

coal

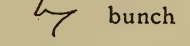

load

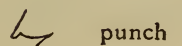

scope

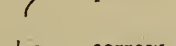

bunch

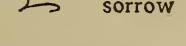

punch

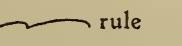

sorrow

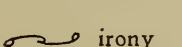

rule

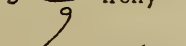

irony

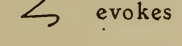

evokes

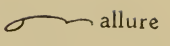

loss


losses

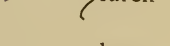

Scott

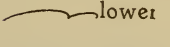

war

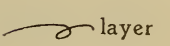

awoke

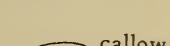

allure

lurch

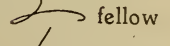

lower

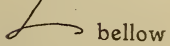

layer


callow

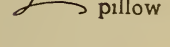

fellow

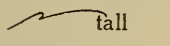
bellow

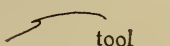

pillow

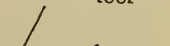

tall

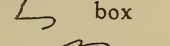
tool

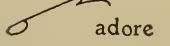

box

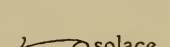

adore

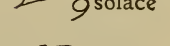

solace

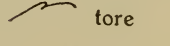

tore


swap

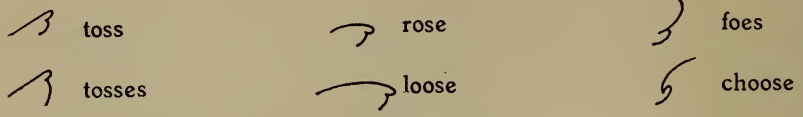

gun


polite


wall


dozes

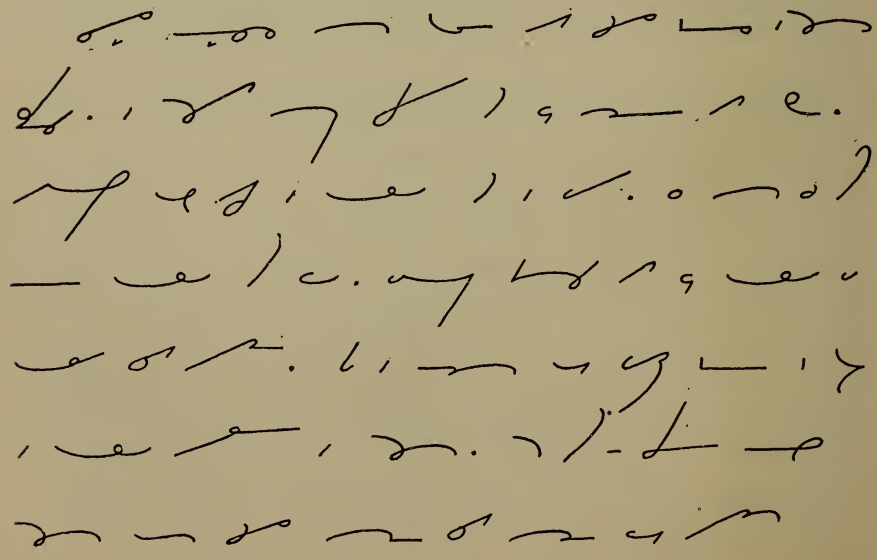
Rem. Where *o* may form a hook on a following S *and* on a preceding character it should be written on the preceding sign:



Writing Exercise

1. Lou rode to New Castle on a load of willow poles.
2. The widow was honest enough to pay back the loan.
3. The sea foams and rolls near the rocks by the dock.
4. It will-be necessary to-put-the rude rogue who stole the rug, in-the lockup unless the unfair boss pays for it by noon.
5. I-wish a loan so I-will be-ready to take a course in law.
6. Your bill is unpaid and must-be paid today.
7. Go after the men in-the launch and-get wood and-a lunch for-the poor but polite widow who lives on-your route.

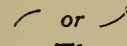
Reading Exercise



FIFTH LESSON

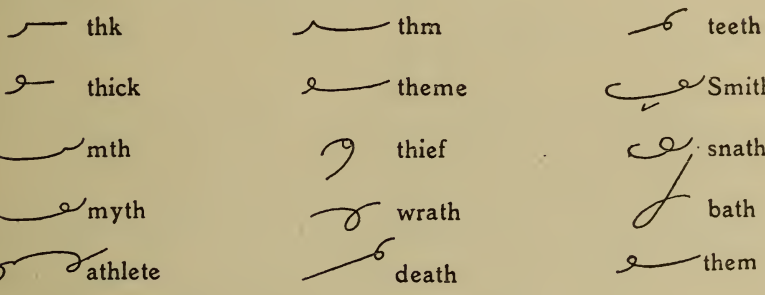
THE ALPHABET—Concluded

§ 29. The following signs are ticks and a dot:



Th or Th Sh H Y

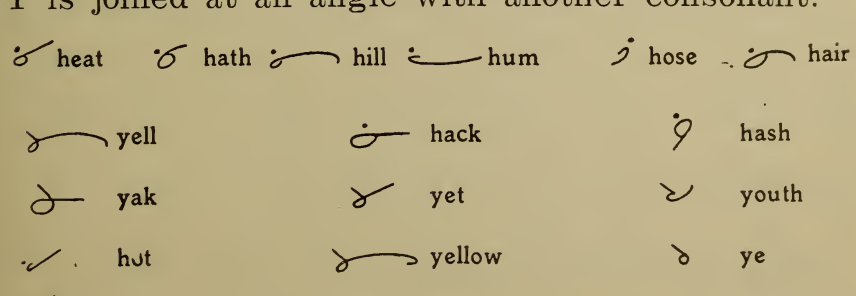
§ 30. Th is written upward. When joined to another consonant it must unite at an angle:



thk thm teeth
thick theme Smith
mth thief snath
myth wrath bath
athlete death them

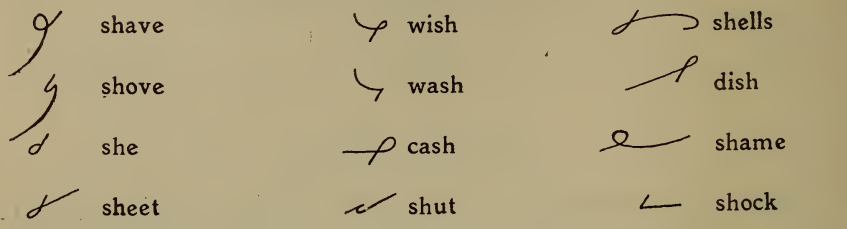
§ 31. Th in that than is omitted.

§ 32. H and Y occur only at the beginning of syllables. The H-dot is placed above a following vowel. Y is joined at an angle with another consonant:

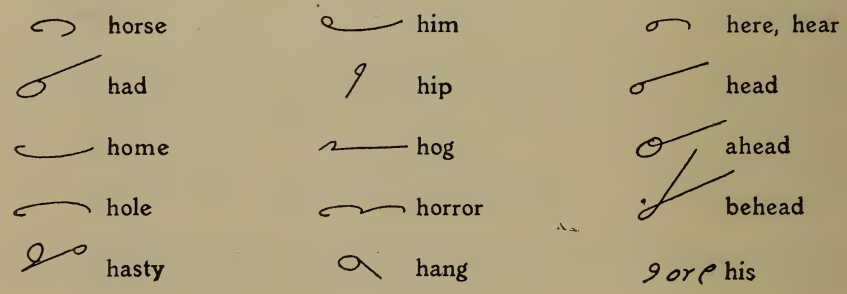


heat hath hill hum hose hair
yell hack hash
yak yet youth
hot yellow ye
hitch hire yea

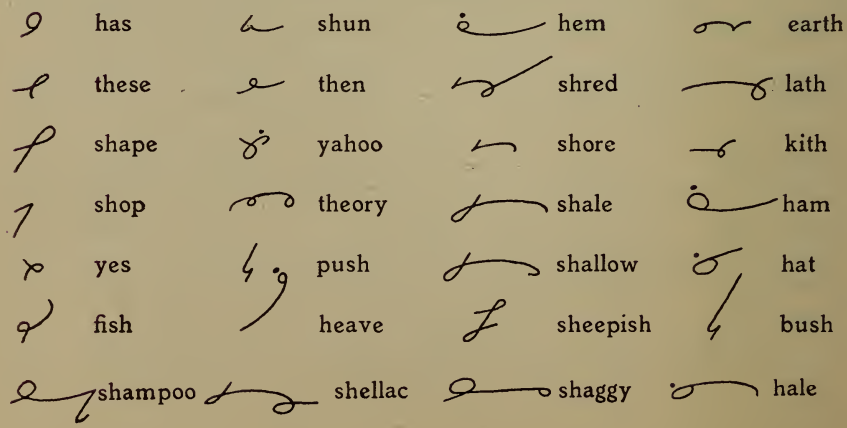
§ **33.** Sh is written upward or downward, but always at a sharp angle with another consonant:

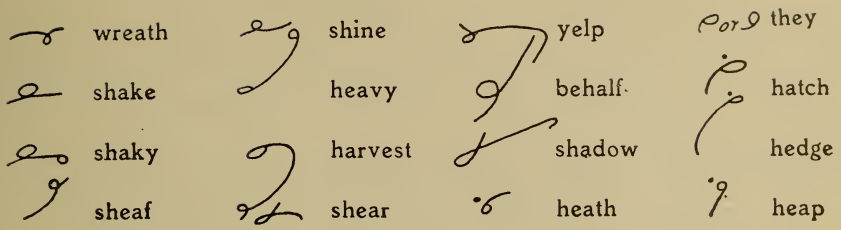


§ **34.** H may often be omitted, provided a following vowel be written:

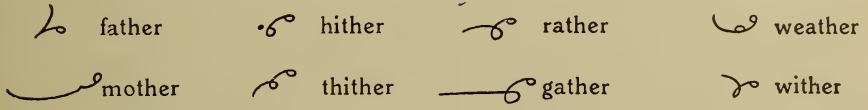


Additional Exercise





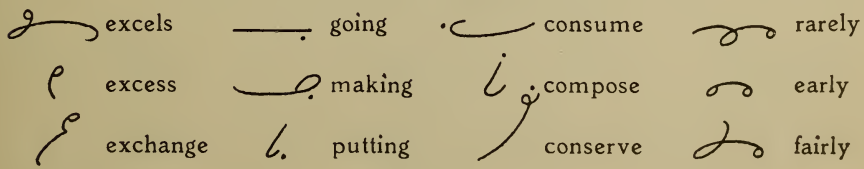
§ 35. The syllable **ther** is expressed thus:



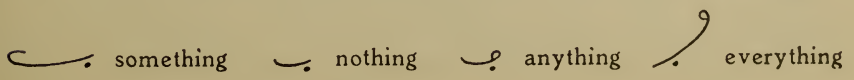
PREFIXES AND TERMINATIONS

§ 36. Some of the common prefixes and terminations are now presented so as to enable us to illustrate certain words that otherwise we should have to hold over until a later period of the study.

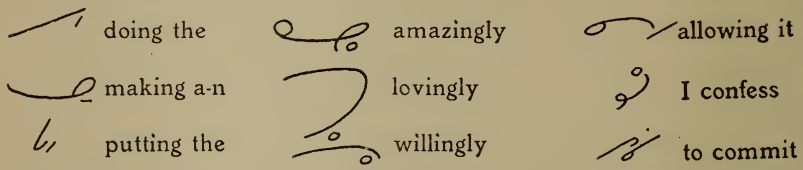
1. **Ex** is expressed by *es*; **com** and **con** are expressed by a dot placed at the beginning of the next character, and **ing** by a dot placed at the side of the preceding character. *L* is often omitted from **ly:**



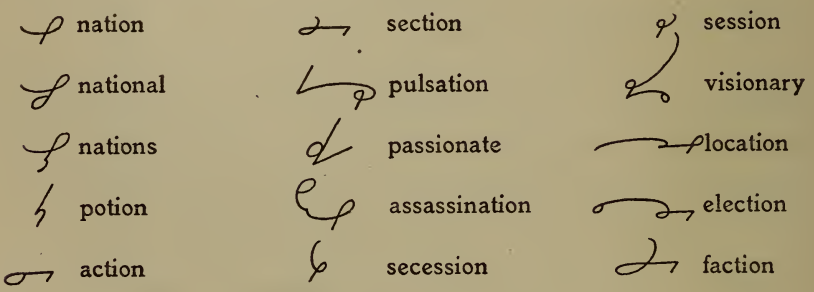
2. The *ing*-dot expresses the syllable **thing:**



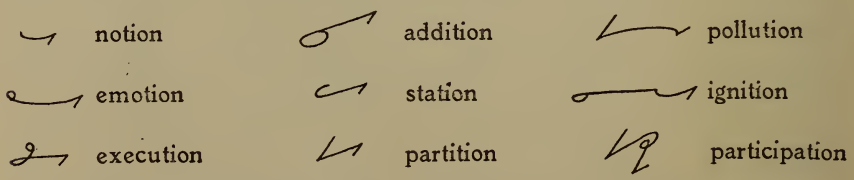
3. Any small sign placed in the position of the *com-n* dot implies *com* or *con*; in the position of the *ing*-dot, *ing* is implied. Omit L from **ingly:**



§ **37.** The termination **shun** (spelled tion, sion, cian, etc.) is expressed by Sh. Syllables following *shun* are added as illustrated:

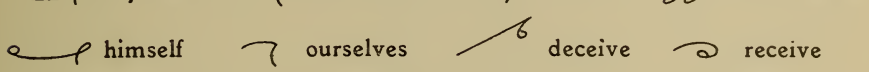


§ 33. **Vowelizing Shun.**—Insert *a* in *-cation*, *-lation*, *-nation*, *-ration*, *-sation*, and *-ciation*; *e* in *-ession*; *i* in *-lition*, *-mission*, *-vision*; *o* in *-lotion*, *-rosion*; and *u* in *-fusion*. In most other cases the vowel preceding *shun* may be omitted.

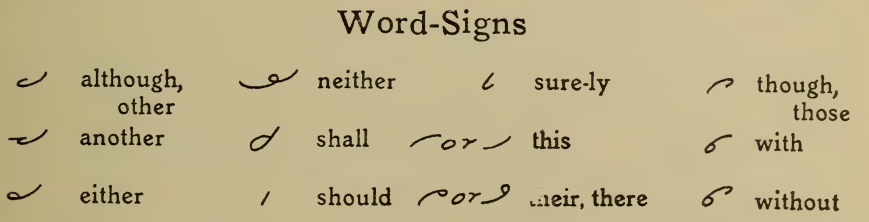


§ **39.** L may be omitted from the ending **al:**

§ 40. The ending **self** is expressed by S; **selves,** by Ses; **ceive,** by Se. The prefix **self** is expressed by Se, detached:

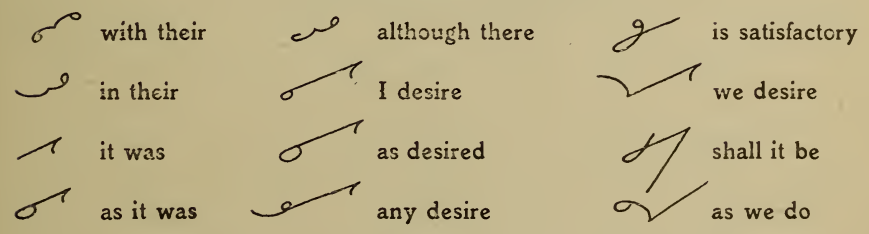


Word-Signs

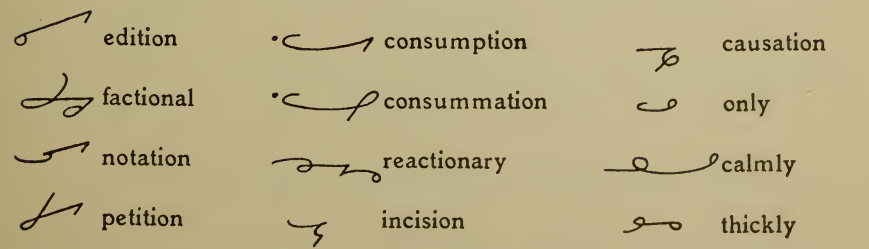


Rem. When *this* and *there* are not phrased use the first sign.

Phrases



Additional Exercise



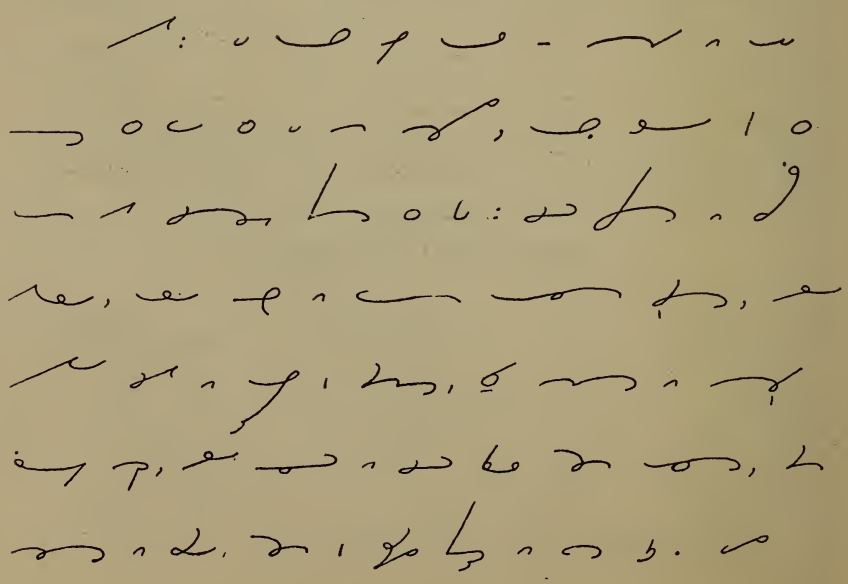
Rem. To distinguish from "consumption," A is retained in "consummation."

omission
elation
decision
deposition
imposition
exposition
lotion
sensation
emotional

animation
citation
isolation
violation
evolution
volition
variation
evasion
eviction

magician
donation
emaciation
notionate
oration
function
legal
illegal
visitation

Reading Exercise

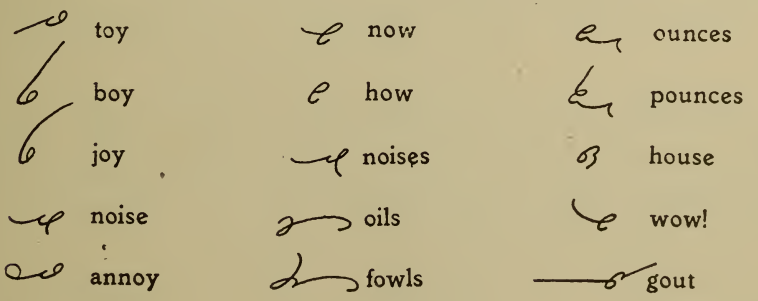


SIXTH LESSON

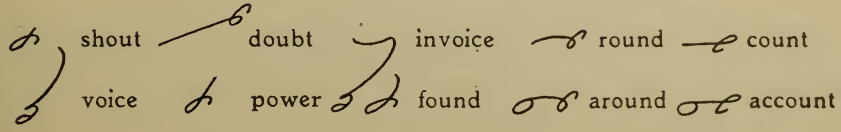
DIPHTHONGS

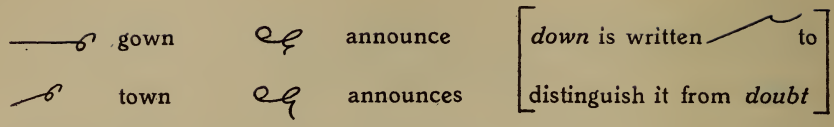
§ **42.** 1. A diphthong consists of two vowels that are uttered with one impulse of the voice, as the sound of *u* in *fury*, composed of *i* and *oo*. There are four pure diphthongs; *i* in *ice*, *u* in *pure*, *oi* in *oil*, and *ow* in *now*. The first two owing to their frequent occurrence, have been provided with simple signs. The last two being less frequently used, are provided with compound signs, thus:

2. The rules for joining these signs to other signs are the same as the rules for joining the other vowels:



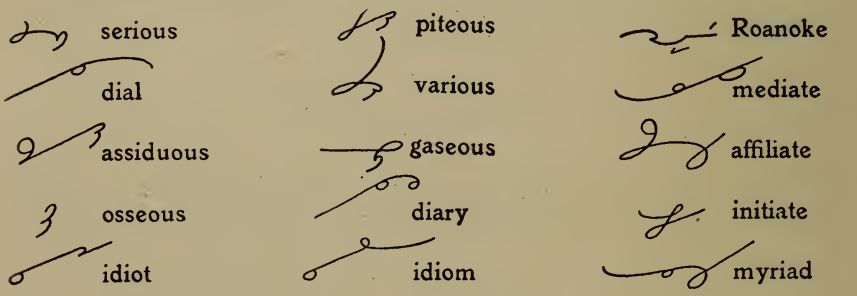
§ **43.** A final consonant following *oi* or *ow* is often omitted:



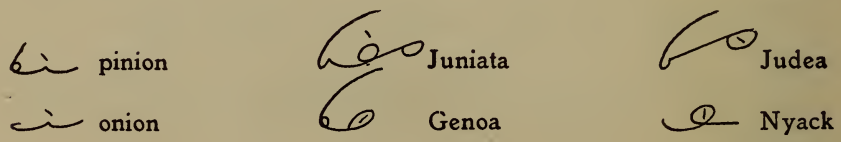


CONCURRENT VOWELS

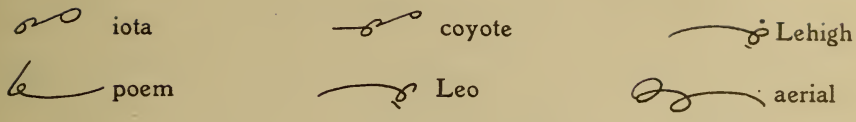
§ 44. 1. When two or more vowels occur consecutively the least distinctly sounded vowel is usually omitted. Express *ious* and similar combinations by *os*:



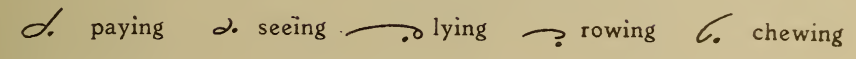
2. Express *ia* by placing the Y-sign above the vowel, or above the vowel place. Any other vowel preceding *a* may be expressed by placing its precision mark within the circle:



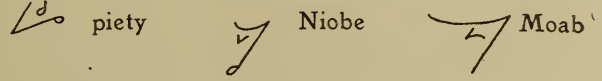
3. In most cases, however, where it is necessary to record both vowels, they are written in their regular order:



4. *Aying*, *eeing*, etc., are expressed by the vowel and *ing*-dot:

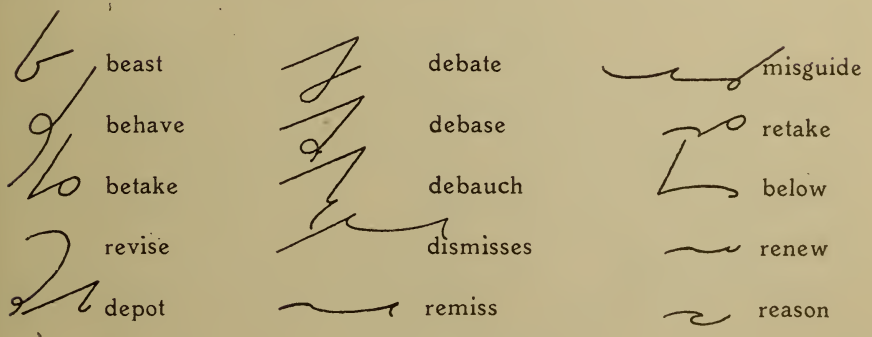


5. A circle vowel may be joined to a precision mark, or the marks may be united:

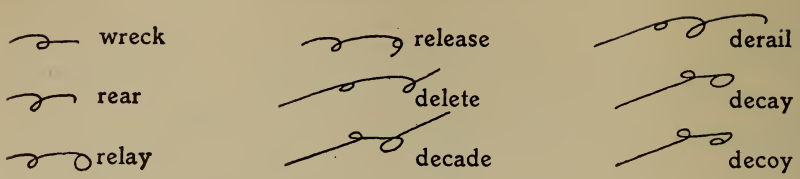


OMISSION OF VOWELS

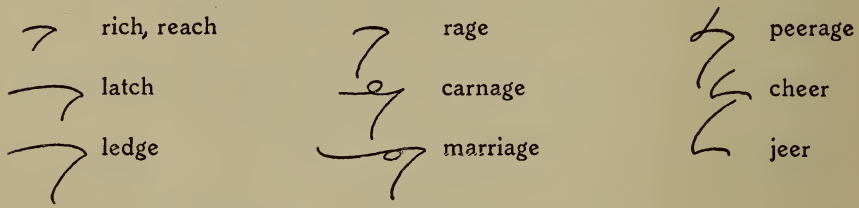
§ 45. (*a*) The vowels in the syllables *be*, *de*, *re*, *dis* and *mis* are usually omitted:



(*b*) When the insertion of the vowel makes a more easily formed outline, or when R is followed by R, L, K, or G, the vowel is retained:

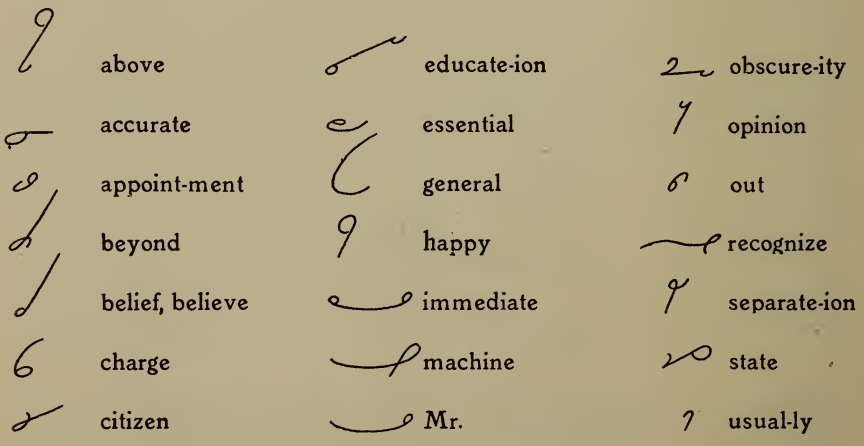


§ 46. A circle vowel is omitted in any combination of R or L and Ch or J:



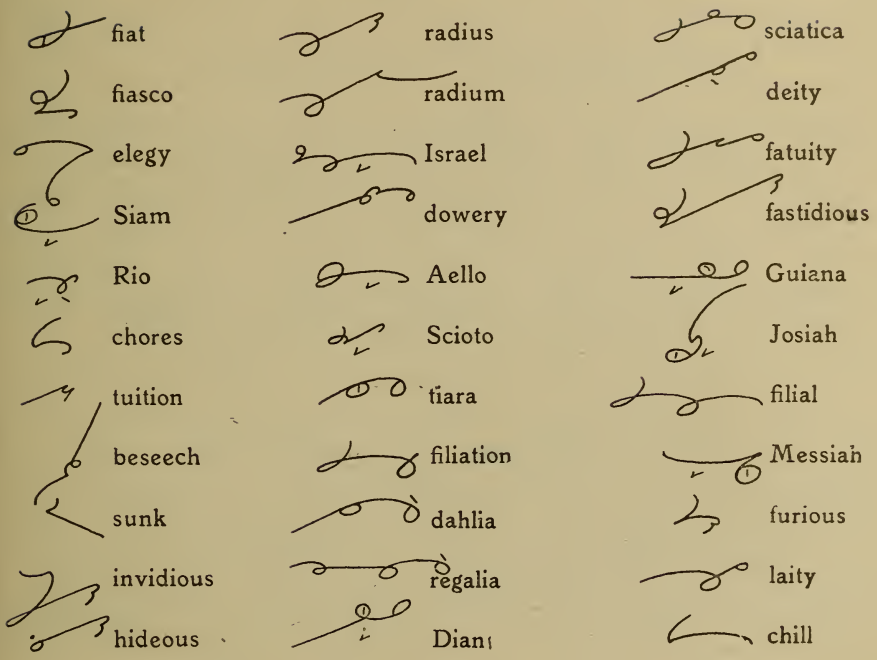
Note--The foregoing rules embrace only the most important combinations from which vowels are omitted. No one has yet been able to formulate rules covering all omissions, in any system. Much must be left to the judgment of the writer, but, when in doubt about the omission of a vowel, WRITE IT.

Word-Signs



Note—The word "mister" should be written in full—M-I-Ster.

Additional Exercise

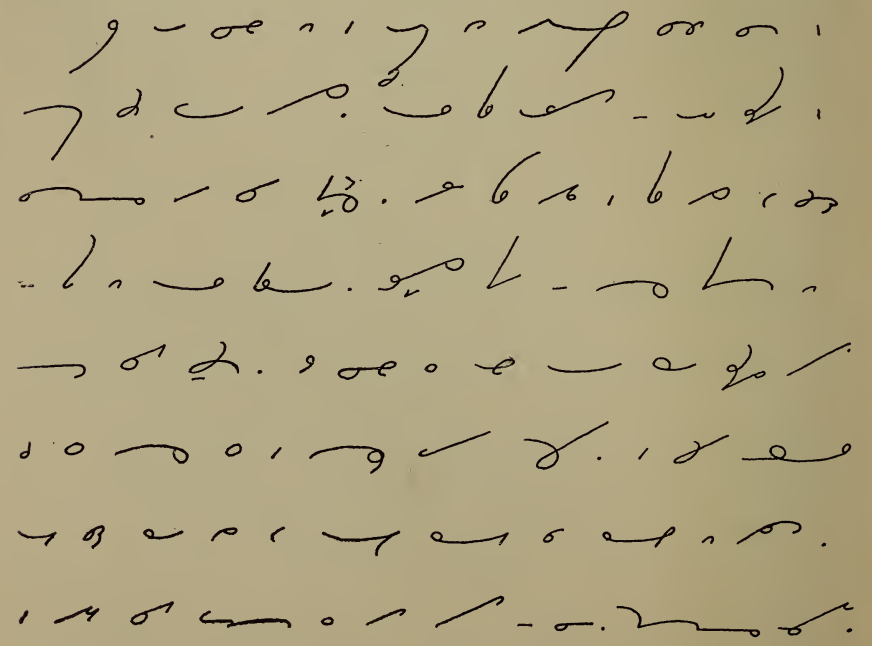


Writing Exercise

1. They-are very serious and may-call for-the necessary petition any-day. 2. Act calmly about it; that-is-the best-thing to do. 3. The boy sat in-the-room and wrote a-check for-the account of Josiah Lowell. 4. Count the various gowns when-you get-the invoice. 5. He sat in a rocking chair and wrote an account of-the debate in-my diary. 6. The pious came past Jericho on-their-way to Judea. 7. He-is-capable of doing the job at-the asylum with the necessary decorum. 8. The wreck was just below the depot down by-the local gas house. 9. Your eviction was in violation of-your legal rights and you-should-take action so-as to avoid the possibility of-a repetition of-their abuse of power in-your section of-the nation.

10. The most essential thing for-you to do is to-get a good-job. 11. We-recognize that it-may-be impossible to-make the appointment this-week. 12. When every citizen shall-have-a good-education this-nation will-be ahead of other-nations and-all will-be happy. 13. The new location of-the Eighth Ward election booth is-satisfactory to only a few of-our best citizens. 14. I-may deceive myself, but I-feel sure that I-desire to-see the petition asking for-the partition of-the rear section. 15. You-should-keep a diary and make notes of-the various affairs in-which-you mediate. 16. There was a debate in-the town as to-the reason for revising-the local laws. 17. Some have an-idea that we-should affiliate.

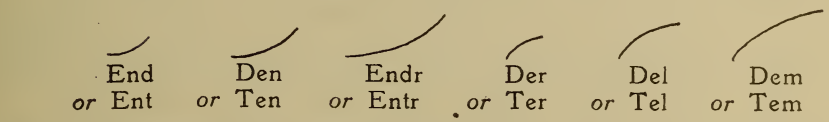
Reading Exercise



SEVENTH LESSON

COMBINED CONSONANTS

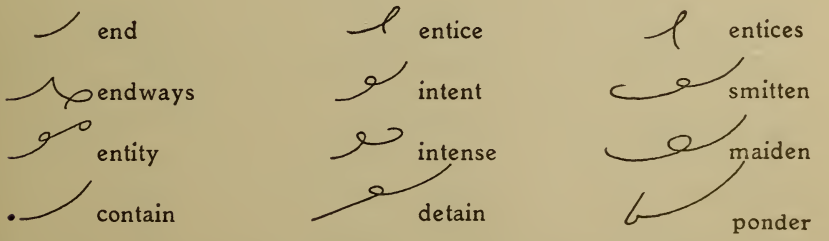
§ 48. Each of the following expresses a vowel with the consonants. They are written UPWARD:



Note the different lengths—half-, full-, and super-lengths.

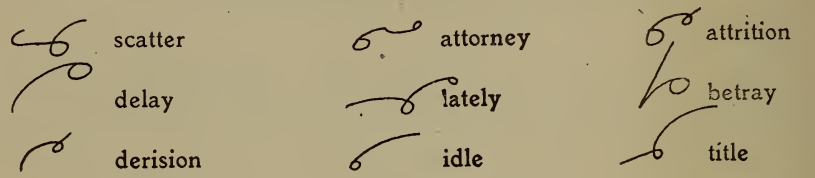
§ 49. **Their Use.** 1. *End-t* and *end(t)er* are never used when a vowel follows N as in *notary*. A vowel always precedes, and if it is the short sound of E, I, or U it is usually omitted at the beginning of an outline.

The sign for *den-ten* includes a vowel, but its use is restricted to words in which the vowel is short or obscure, and to words ending in *tain*:



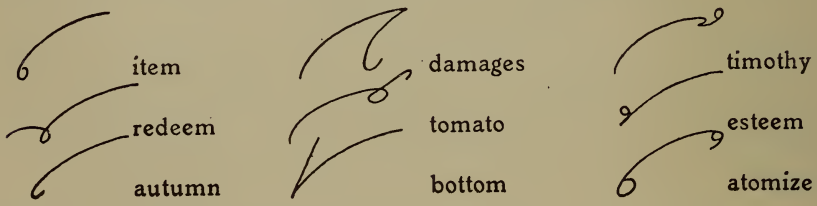
2. *Der-ter* and *del-tel* may embrace any short vowel. They may be used in the body of an outline without

an intervening vowel, as in *betroth*, *sweetly*, and in outlines of two or more strokes the *der-ter* sign may include any vowel:

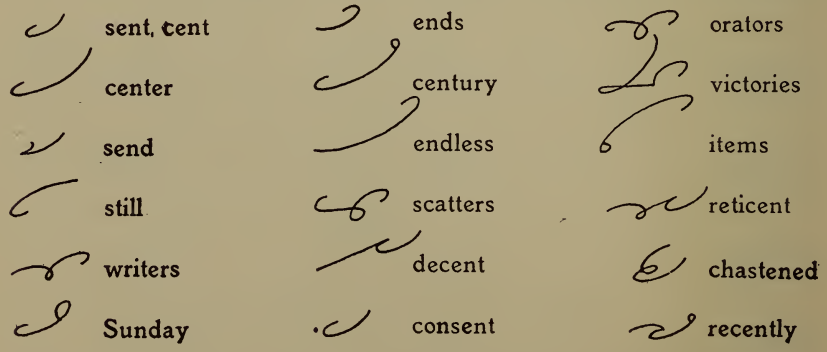


NOTE—This sign is not used for *der* at the end of a word, as in *rider*. The next lesson embraces this class of words.

3. *Dem-tem* may include any short vowel, and may express the final syllables *teem* and *deem:*



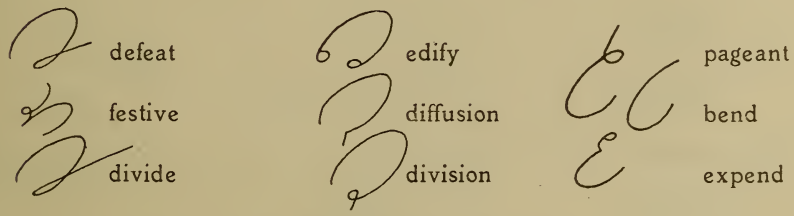
§ **50.** The S hook may be made on any of the combined consonant signs, at the beginning or end:



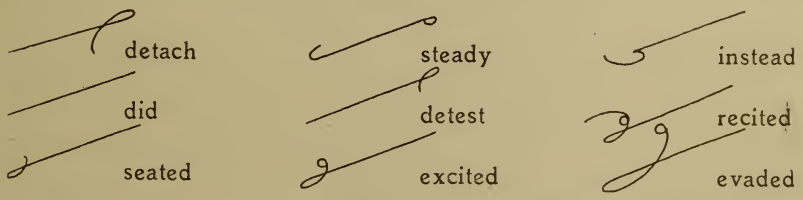
Observe the difference in the outlines for *sent* and *send.*

OTHER COMBINED CONSONANTS

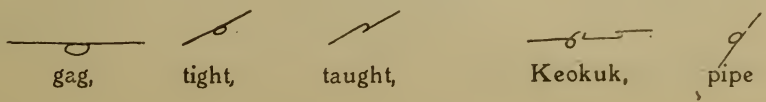
§ 51. T or D, followed by F or V, has a tendency to curve outward, forming an elliptical shaped outline. The same is true of B and P when followed by *end-t*, *den*, etc. As there is no danger of conflict with other combinations this tendency need not be resisted, and short *e* and *i* are omitted, giving us the following blends:



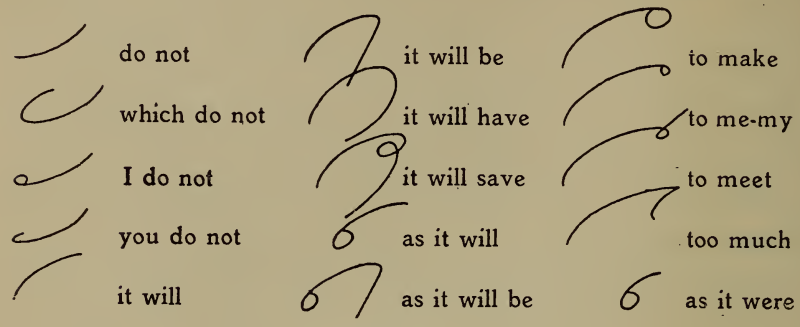
§ 52. Repeated Straight Strokes.—1. *Ded*, *det*, *did* and *ted* are expressed by a long up-stroke. *Pop* (and *prep* and *prop*, presented later) by long down-strokes:



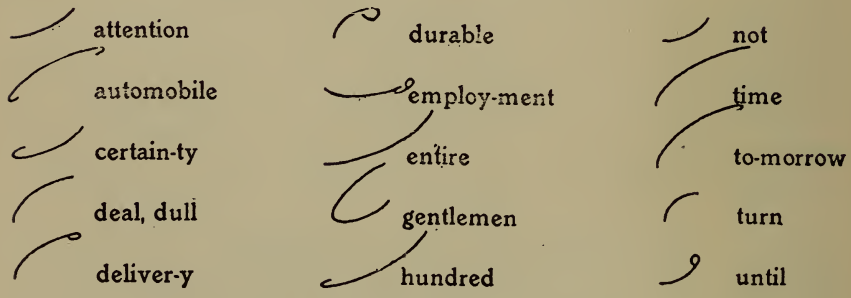
2. In all other instances where a straight sign is followed by a like sign, insert the intervening vowel:



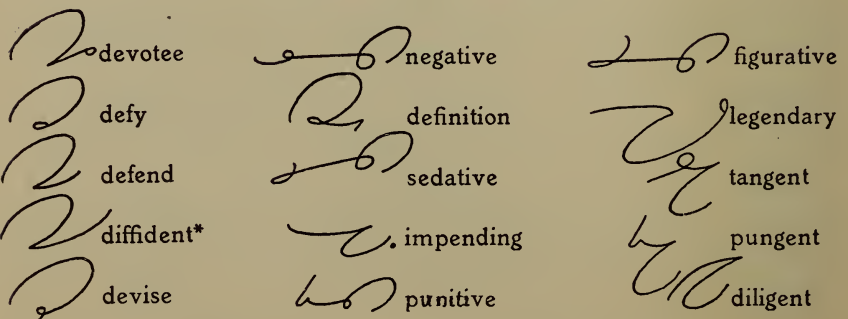
53. The combined signs are employed in forming many frequently used phrases, such as the following:



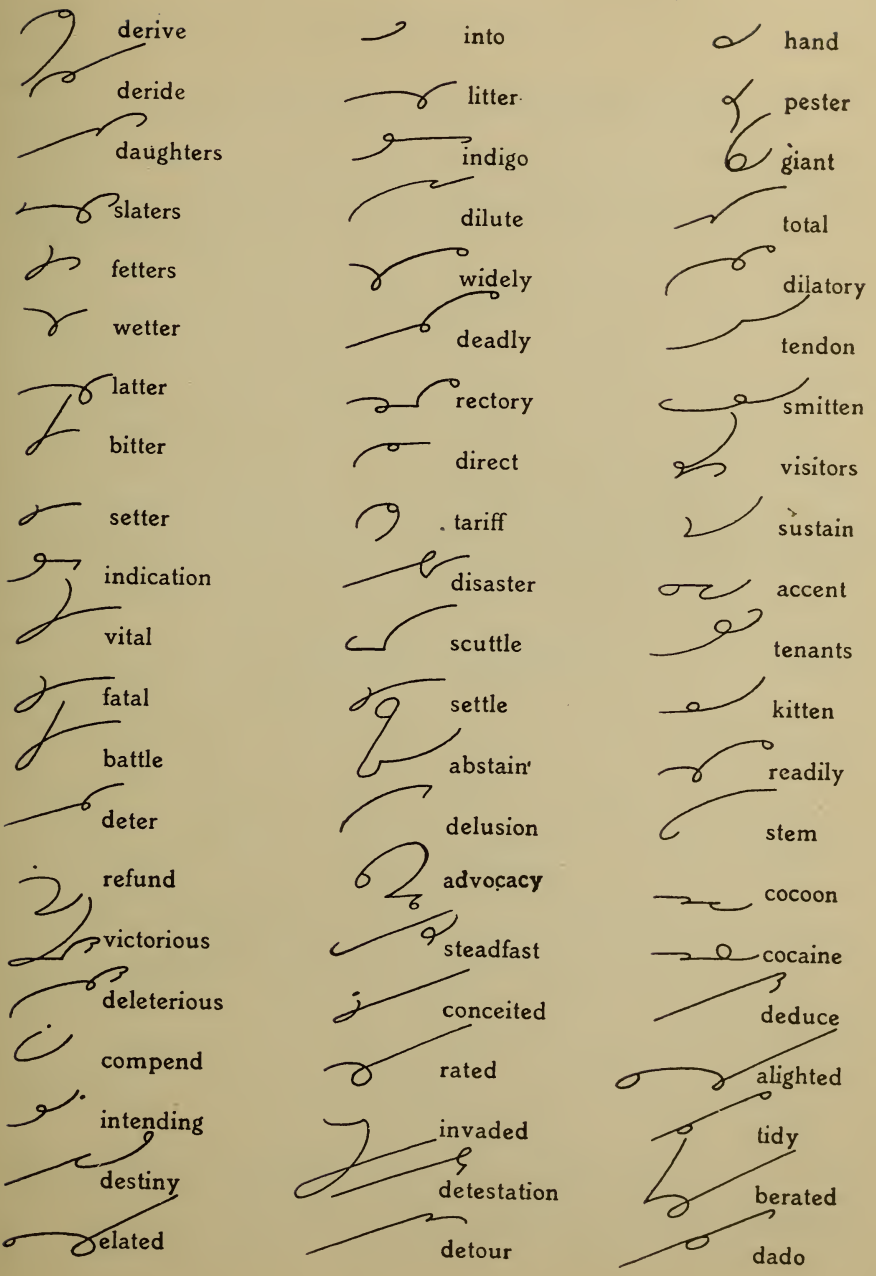
Word-Signs



Additional Exercise



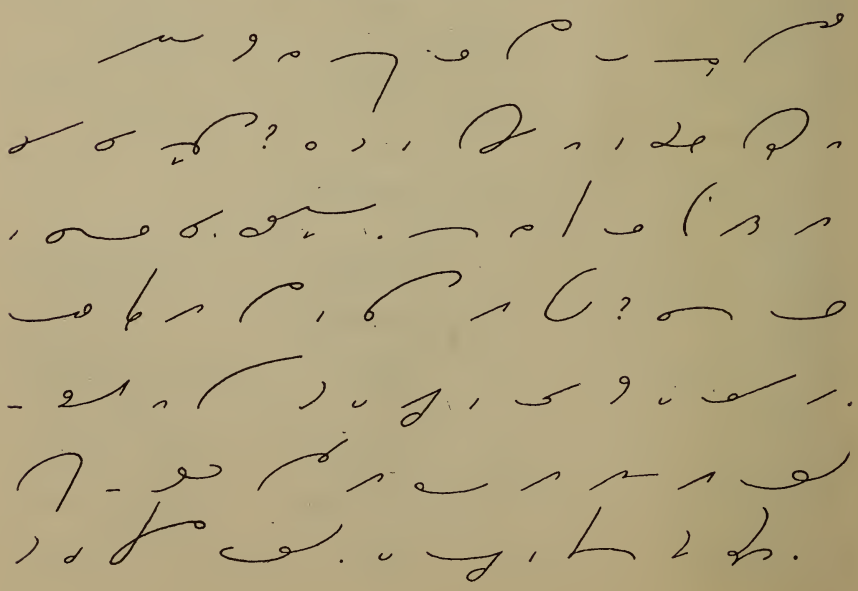
*See Section 15, page 12.


derive
deride
daughters
slaters
fetters
wetter
latter
bitter
setter
indication
vital
fatal
battle
deter
refund
victorious
deleterious
compend
intending
destiny
elated
into
litter
indigo
dilute
widely
deadly
rectory
direct
tariff
disaster
scuttle
settle
abstain
delusion
advocacy
steadfast
conceited
rated
invaded
detestation
detour
hand
pester
giant
total
dilatory
tendon
smitten
visitors
sustain
accent
tenants
kitten
readily
stem
cocoon
cocaine
deduce
alighted
tidy
berated
dado

Writing Exercise

1. The edifice that-was put-up by Walters is very imposing. 2. What-was-the motive of-the victorious division in cheer- the defeated men at Antietam? 3. They sent an entire division of-the enemy to-the bottom of-the sea. 4. We-will refund the total if you settle down to business and cease this strife. 5. Divide the basket of tomatoes and then come-back for-a pail of water for-the cattle. 6. We-will need an extension of- time in-which to-pay this bill if-we-do-not get more-cash very soon. 7. The disaster at-the rectory was fatal and-it-will de- ter the visitors coming to direct affairs in-the near future. 8. My attorney gave a negative decision. 9. It-may-be readily deduced that-the disaster was the effect of-the action of deadly gasses. 10. We-see no indication of derision and delusion. 11. We-do-not-think that-he-will capture the deluded waiter.

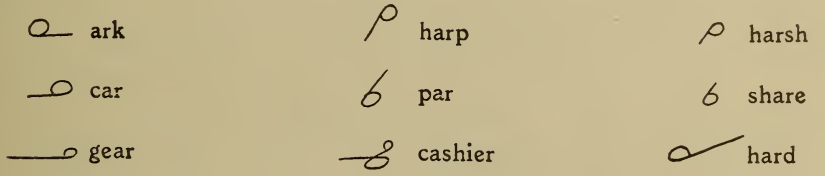
Reading Exercise



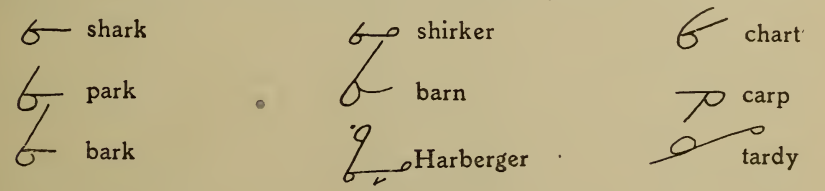
EIGHTH LESSON

MODES OF EXPRESSING R

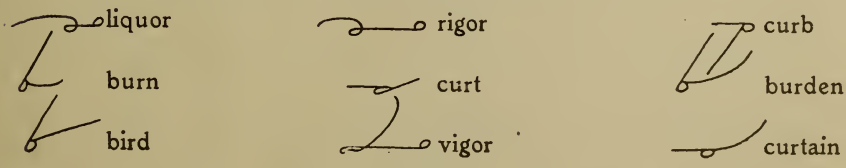
§ 55. The Reversed Circle.—1. At the beginning and at the end of straight signs the circle is reversed to add *r*:



2. Between strokes *r* is implied by turning the circle with a movement the reverse of that which adds a vowel only, or by attaching a following character in any manner contrary to the way it should be joined when preceded by a vowel:

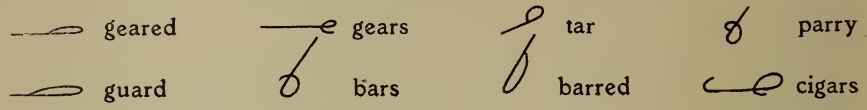


3. This principle is employed to express *ur* or *or*:

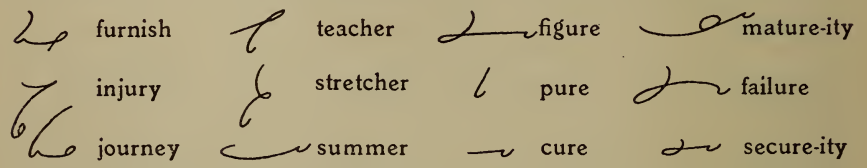


Rem. It should be noted that the circle is reversed to add "or, ur" only when the sound of o or u approximates the short sound of e. Therefore the outlines for such words as "bore, corridor, torrent," must show the R-stroke.

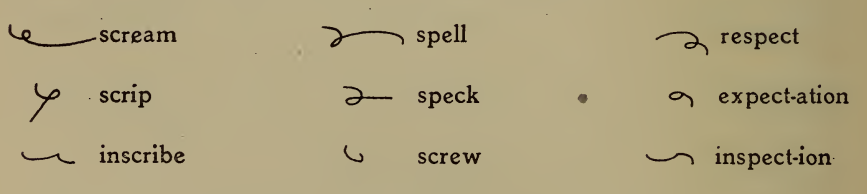
§ **56.** Changing the reversed circles to loops adds *t* or *d*. A small hook adds *s*; a small circle adds final *y*:



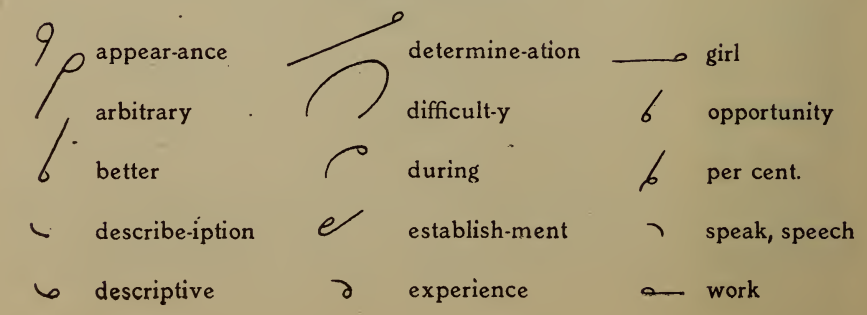
§ **57.** After a curve the *u*-sign expresses *er*, *or*, *ur*, and final *ure* is expressed by *u* after any sign:



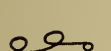
§ **58.** Left-hand S written in a variant direction expresses *skr*, and the terminals *scribe* and *script*. Right-hand S written in a variant direction expresses *sp* or *sup-p* and the terminal *spect*:

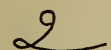


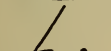
Word-Signs



§ 59. R is omitted from the class of words in which persons careless in speech fail to articulate it:

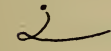

anarchy


affirm


birth

conserve

court [
coat]


confirm

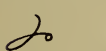
deserve

dearth [
death]

dark

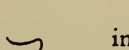
energy

firm

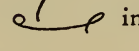

farther

furnace

guardian


infirm

immerge


immerse

merge

march

merchant

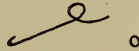
mark

marker

margin

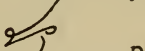
ornate

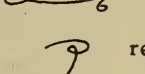
origin


ordain

ordeal

perversity


pharmacy


reserve

surface

third

thirty

worth

tarnish

word

warm

warn

worn

§ 60. The vowel, as well as R, is omitted from—

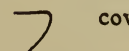
afford

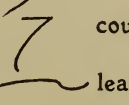
sort

assort

further

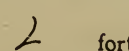
north


cover


courage

learn

surplus


forth, fourth

mercy

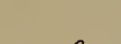
surprise

worse

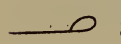
storm

resort

Word-Signs

 almighty

destroy, destruction

 guarantee

judge

mutual-ly

occupy-ation

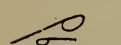
recognition

season

thousand

---

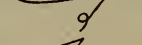
§ 61. *Of the* is implied by closeness of outlines:

 day of the week

time of the day

voice of the people

some of the best

 condition of the market

3 your letter of the 3d inst.

§ 62. Phrases frequently used in correspondence:

Dear Sirs:

Dear Madam:

Dear Mr.

Answering your letter

with kind regards

bill of lading

C. O. D.

duly received

very satisfactory

up to date

Yours sincerely

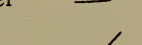
F. O. B.

in answer (to)

in reply to your favor

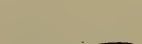
O. K.

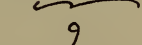
past favors

 upon receipt of your letter

your recent letter

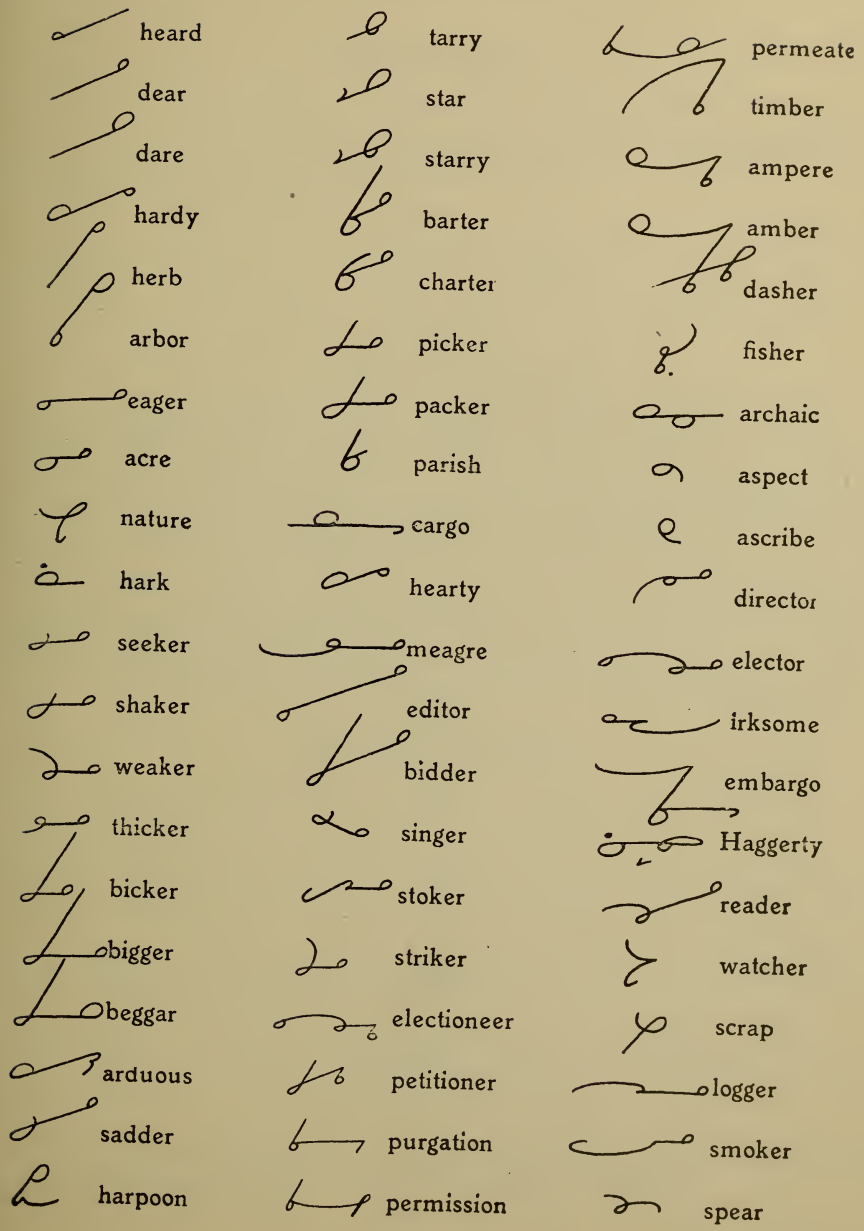
I have your letter

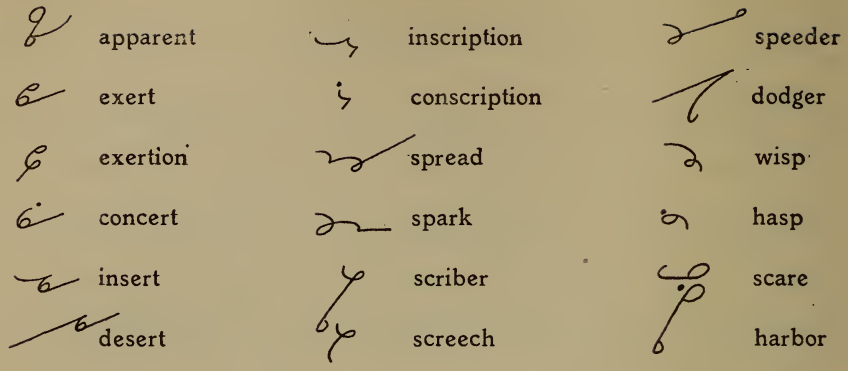
 your esteemed favor

 has been received

Sincerely yours

Additional Exercise

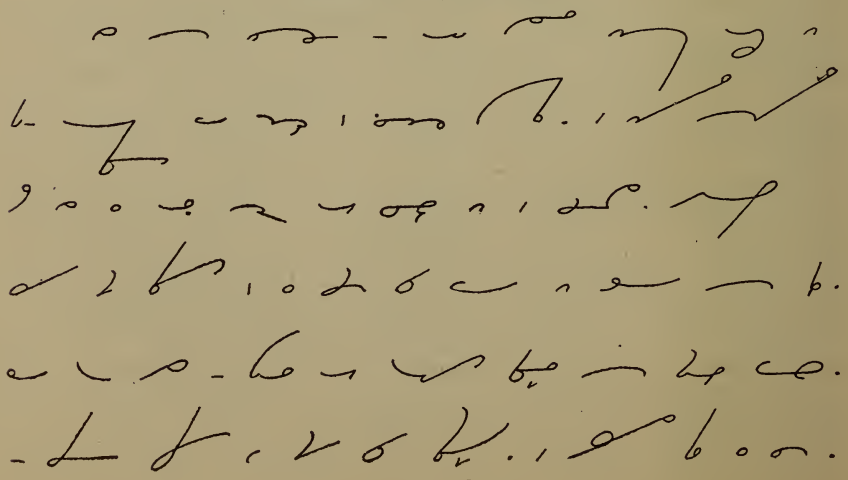




Writing Exercise

1. The striker is eager to-bicker and barter with-the harbor director. 2. The embargo makes it harder to charter a barge for the cargo. 3. There are thirty ampere wires in-the park and-only a third that-much at-the car barns. 4. They confirm the appointment of-the petitioner as pharmacist at-the Foggerty Pharmacy. 5. If you-have an-opportunity it-would-be better to appear at-the establishment and-get a-description of-the furnace they-wish us to furnish this summer. 6. The editor in-the smoker is-the debtor-of-the-singer in-the parish.

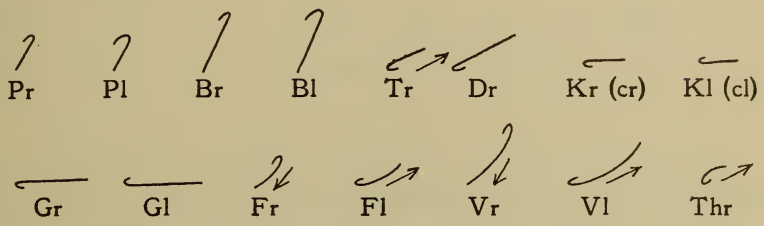
Reading Exercise



NINTH LESSON

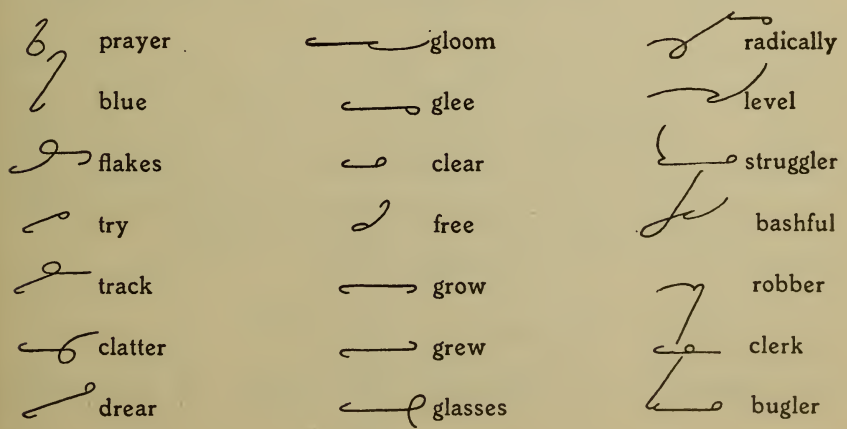
COMPOUNDS

§ 64. Hook Signs.—The following series of signs, each of which BEGINS with a hook, are known as the *R*- and *L*-compounds:

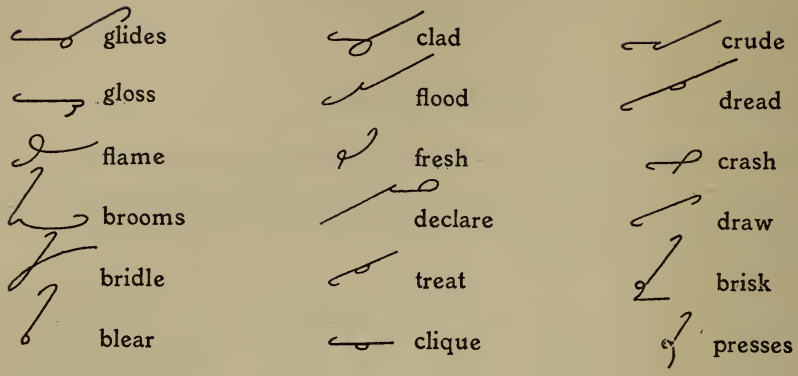


Rem. Note that *Fl* and *Vl* are written UPWARD, and that *Fr* and *Vr* are written DOWNWARD. The signs for *Bl* and *Pl* have large hooks; all the others have small hooks.

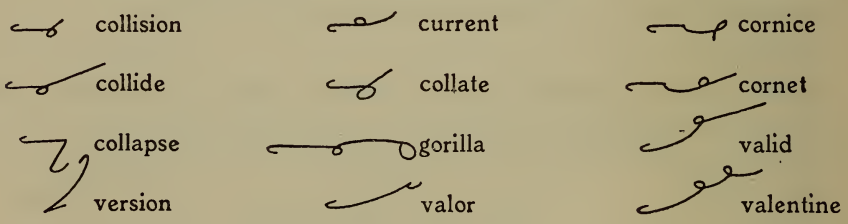
§ 65. 1. A hook sign is used when no vowel, or when an obscure vowel precedes the *L* or *R*:



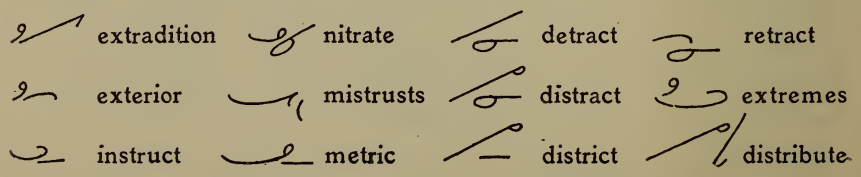
NOTE—The compounds *Tr* and *Dr* are never employed when any vowel follows *t* or *d*. See § 49, Rule 2, page 37.



2. Since *Vr* and *Vl*, never occur without an intervening vowel, they may be used with greater liberty, and *Kl*, *Kr* and *Gr* may be used with much freedom as regards the quality of the intervening vowel:

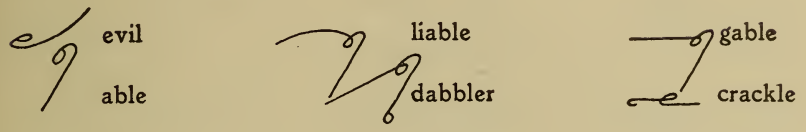


§ 66. **Tr Implied.**—There are a few combinations in which it is not easy to write the *Tr*-compound. In such instances omit it and write the following portion of the outline under the preceding portion:

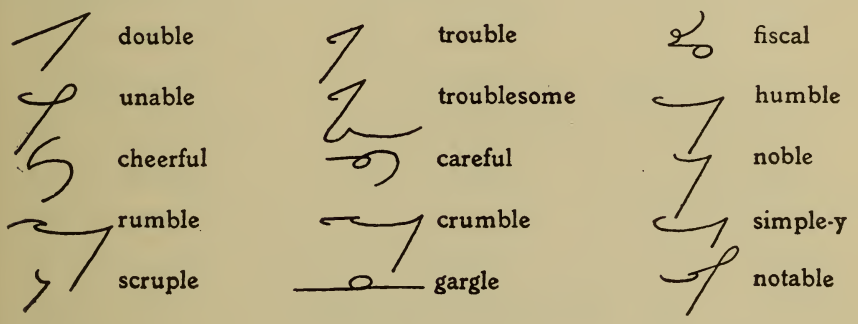


NOTE—*Dis* is sometimes shortened to *Di*, as in *distract*.

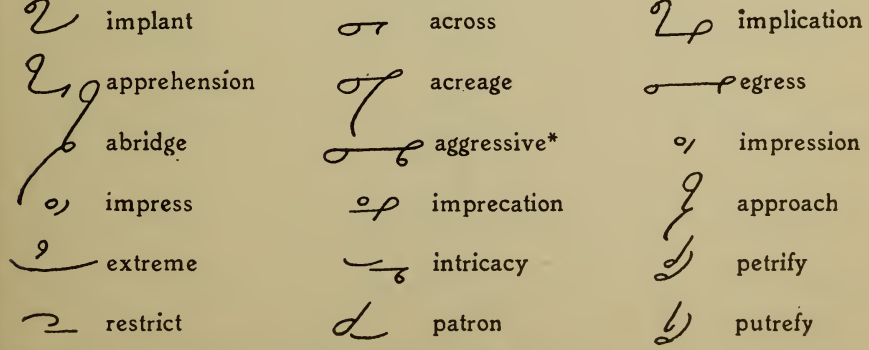
§ **67.** No distinction need be made in the size of circle vowels when written in a hook:



§ **68.** Final *l* in *ble-y*, *ful*, *cal*, *cle*, *pal* and *ple* is omitted when it is inconvenient to form the hook:

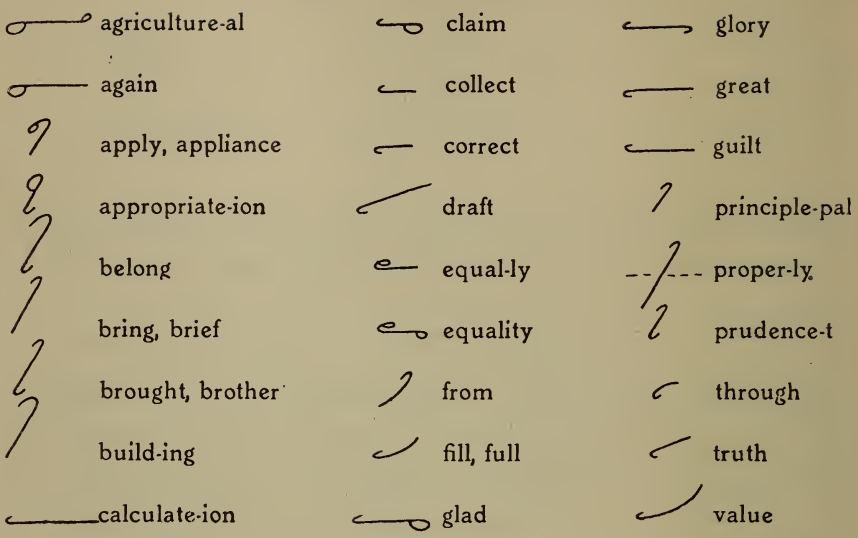


§ **69.** Drop *m* from *impl* and *embl*, and *r* from *abbr*, *acr*, *aggr*, *appr*, *egr*. Express *impr*, together with any following vowel by the small circle, detached:

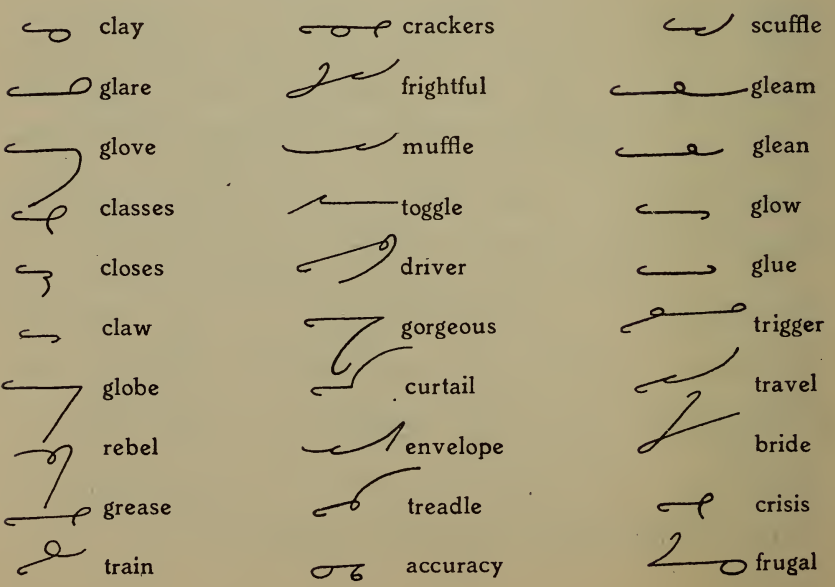


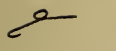
* Final syllable *sive* is expressed by Si.

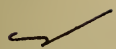
Word-Signs



Additional Exercise




trick


clod

drab

dredge

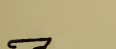
dray

drop

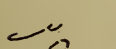
dross

flower

shoveled


crucial

flown


flew

bluff

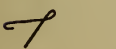
plunge

trash

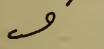
trophy

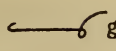
tribe

blush

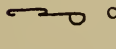

creep

tremble


flee, flea [
fly]

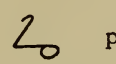

glitter

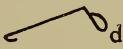
cradle


croquet

clumsy

drags


practical


drunkard

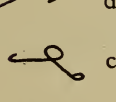
duration

retrogression

restraint

interior

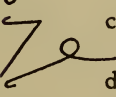
distress


clangor

claret

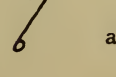
triple

clergy

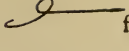

club

drama

fleet

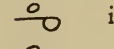

abler

frolic


flag

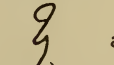
imprint

emblem


impractical

implore

apprentice

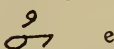

approve

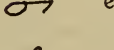
imprudent

aggress

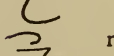
aggression

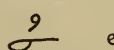
imprison


extraction


nitric

nitrogen

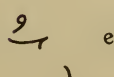

restriction


extract

distrusts

introduce

patriot

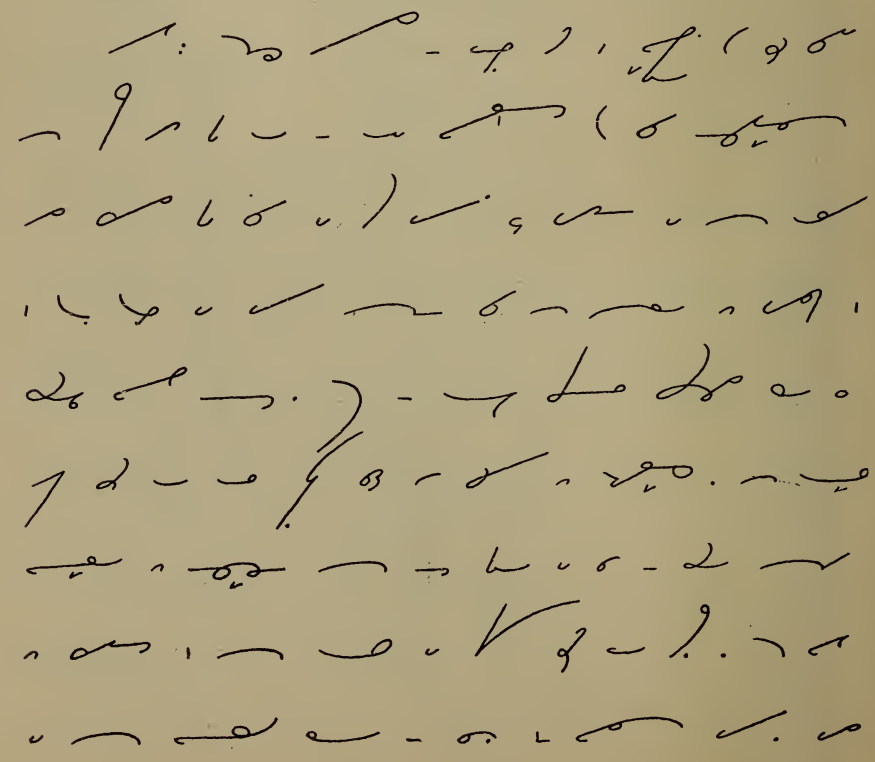

extraneous

retrieve

Writing Exercise

1. We-are unable to determine the cause-of-the-trouble. 2. A careful driver had a frightful experience when-he took the load of clay to-the train. 3. You-may distribute the papers in-your district. 4. Your claim may-be correct but it-has-not-been made out properly. 5. An appropriation should-be made for improving-the main tracks. 6. We-shall-be glad to-fill in the draft. 7. The prudent patriot saluted the flag. 8. A brother-of-the-principal preacher will travel from Greely to Clifton in a double-seated trap. 9. I-declare that my apprehension may impress Frederick. 10. We implore you to-be more practical and avoid bringing in extraneous details. Green grass grows.

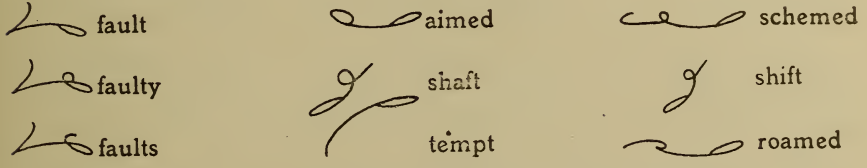
Reading Exercise



TENTH LESSON

MODES OF EXPRESSING D AND T

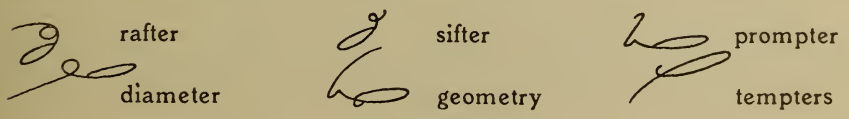
§ 71. **The Loop.**—1. A small final loop made on the inside of curves and on straight strokes with the forward movement adds *d* or *t*. A small hook adds *s* and a small circle adds final *y*:



Rem. 1. This loop should be about one-third the length of the stroke upon which it is formed.

Rem. 2. When T or D is preceded by an *articulated* vowel the alphabetic sign is written.

2. The loop is lengthened to add *r*, and *ameter*, *imeter*, *ometer* are expressed by a large loop on M:

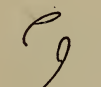


3. A large loop on *Nt-d* adds L:

Rem. A loop can not be made on a tick or on a vowel.

THE LOOP IN PHRASING

72. A loop at the beginning of a stroke expresses *to*. A reversed loop expresses *to the*. The small final loop adds *it* or *the;* the long loop adds *their* or *there*:

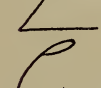

to which

to have

to hope

to go

to do


to begin

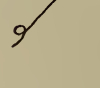
to advantage

to be

on which it is

to turn

to the party


to the best

to the good

to the kind

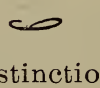
in it, in the

to the different

do it, do the

for it, for the

have it, have the


on it, on the

may there

have their

not their

to the

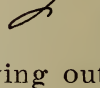
in its

to their

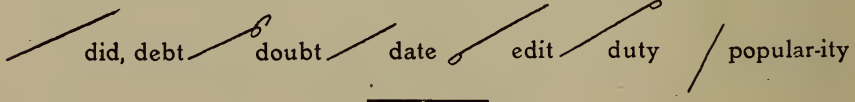
for it is

which it is

do its


have its

Carefully note the distinctions in the following outlines:



Word-Signs

accept-ance

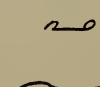
attendance

electric-ity

endorse-ment

gave

identify
identity


occur-rence

remit-tance

society

sometime

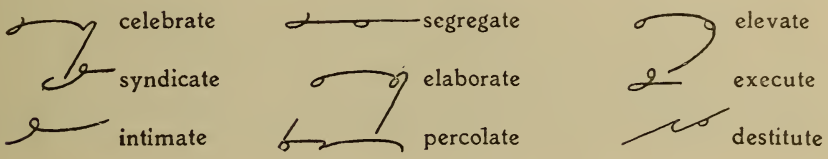
told

toward

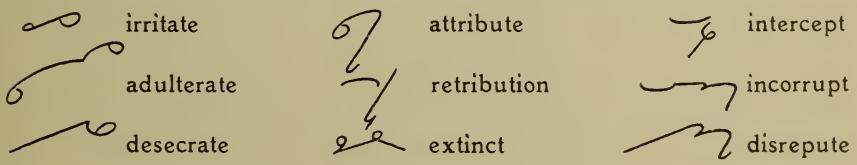
OMISSION OF T

§ 73. There are many instances where a final *t* may be dropped, but the student must restrict the use of the principle to words of THREE OR MORE syllables and to the shorter words here presented.

§ 74. Drop *ate* from the endings *brate*, *berate*, *crate*, *cate*, *gate*, *late*, *mate*, *pate*, *vate*, and *ute* from *cute*, *tute*:

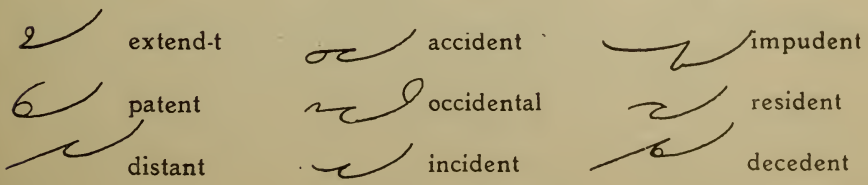


§ 75. Drop *t* from *rate*, *sate*, *tate*, *trate*, *bute*, *inct*, *ept*, *upt*:

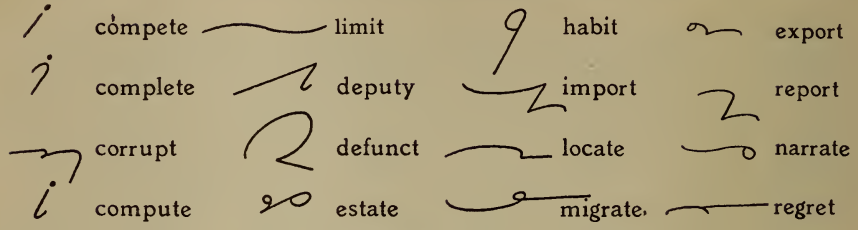


NOTE—T is retained when preceded by two vowels:

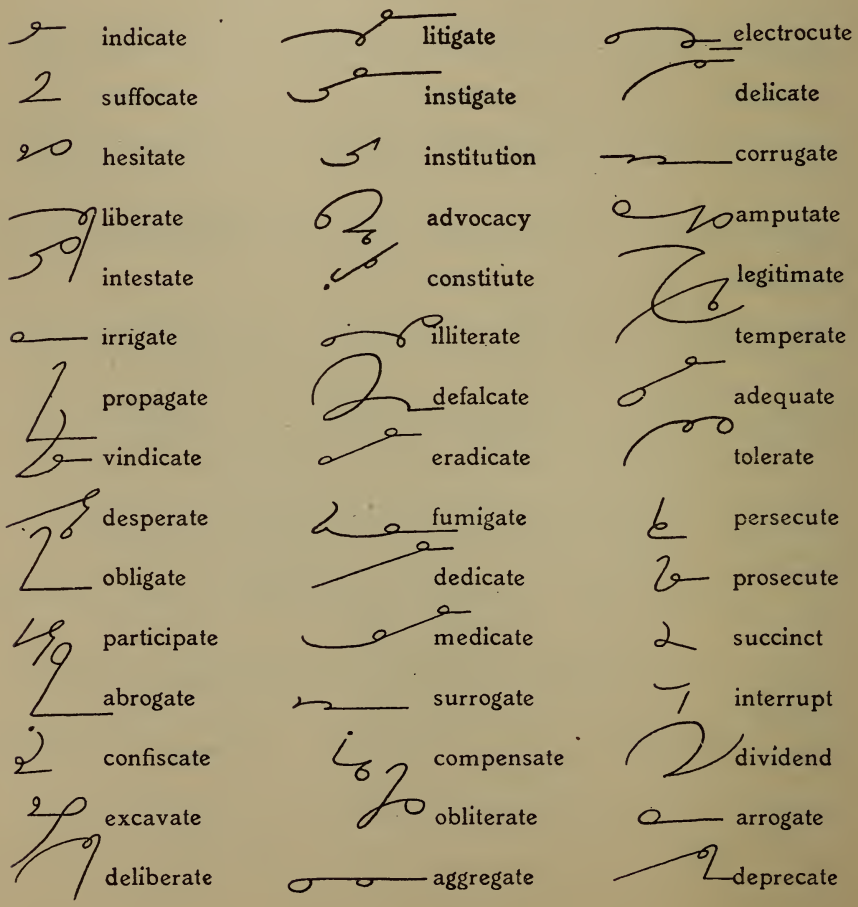
§ 76. T is usually dropped in final *dent* and *tent*:



§ **77.** Drop T from the following short words:

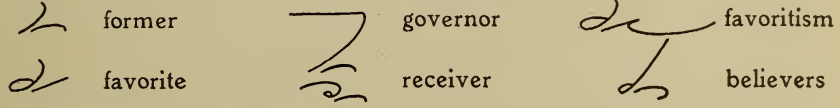


Additional Exercise



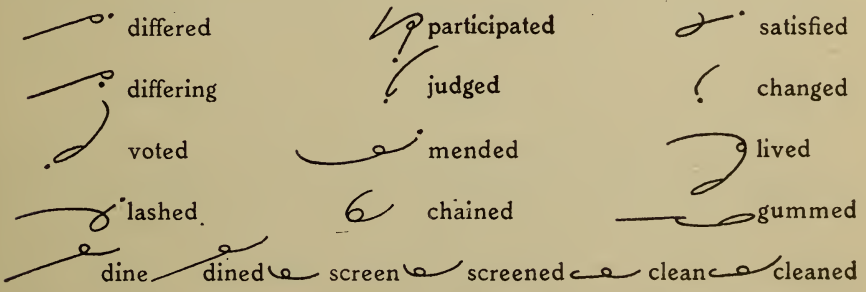
DERIVATIVE OUTLINES

§ 78. **Word-Signs.**—In forming derivative outlines of word-signs if the original outline does NOT contain the LAST CONSONANT in the word it is sometimes advisable to detach the added syllable in order to secure a distinctive outline:



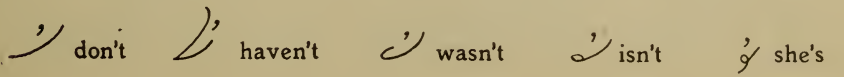
§ 79. 1. **The Past Tense** form of regular-verb word-signs is denoted by a dot placed at the end of the outline. Compare *ed* and *ing*:

2. The dot is used for *ed* when for any reason *ed* can not be otherwise conveniently expressed. Changing N to blended *nt* forms a past-tense outline.



Rem. Experienced writers often omit the past-tense dot.

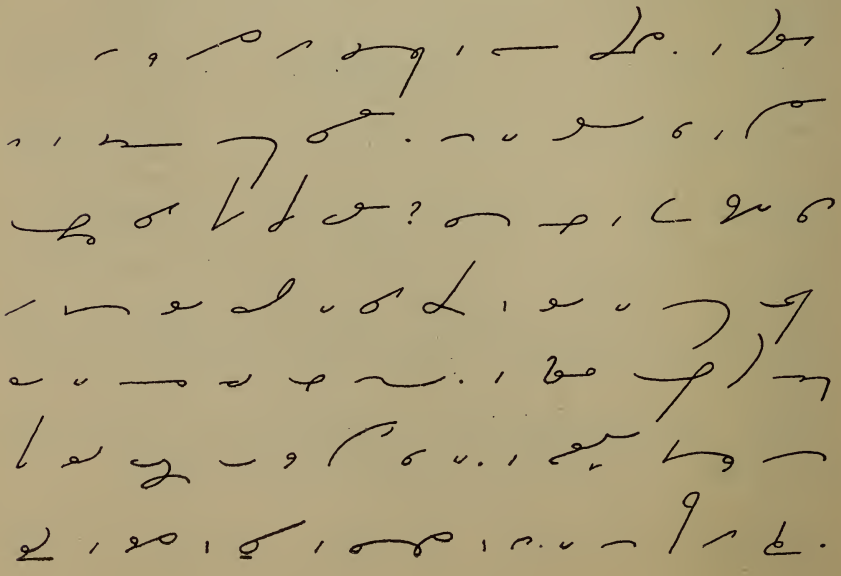
§ 80. **Colloquialisms** are identified in shorthand as is done in print—by using the apostrophe:



Writing Exercise

1. An adequate dividend will-be declared in June. 2. Do not interrupt the prosecutor for he may institute an action at law. 3. The effort being made to vindicate the illiterate surrogate is deliberate and indicates that they-do-not deprecate the taking-of-the-estate. 4. Guilt of-the corrupt deputy is established. 5. Litigation will not be tolerated by the Federal Institution. 6. We accept the security and hope to-deliver the deed soon. 7. We-hope to-serve you to-advantage. 8. After the note was endorsed he-came to-get-me to-identify him so that he-could secure the remittance. 9. The former receiver influenced the judge when-he dined with him. 10. Do-not persecute when-you prosecute. 12. Several-of-the-men voted and they differed as-to-the way they should-mark the ballots. 13. Don't say that they haven't enough men to-go in-the-contest. 14. We-regret that we-are unable to-compute the aggregate sum needed.

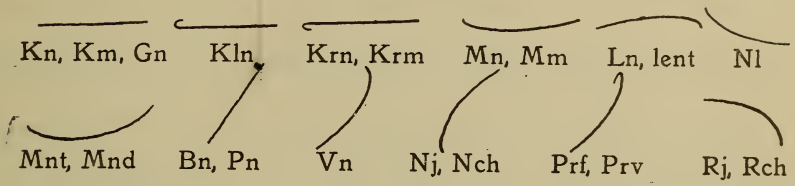
Reading Exercise



ELEVENTH LESSON

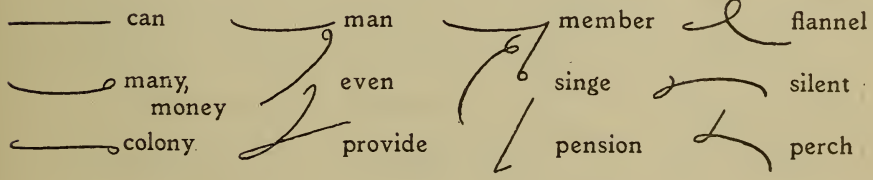
LENGTHENED SIGNS

§ **82.** The following signs are super-lengths:

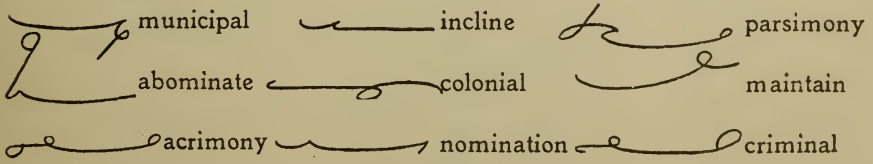


Rem. The *nj*-sign is used when no vowel intervenes. The others embrace a short vowel.

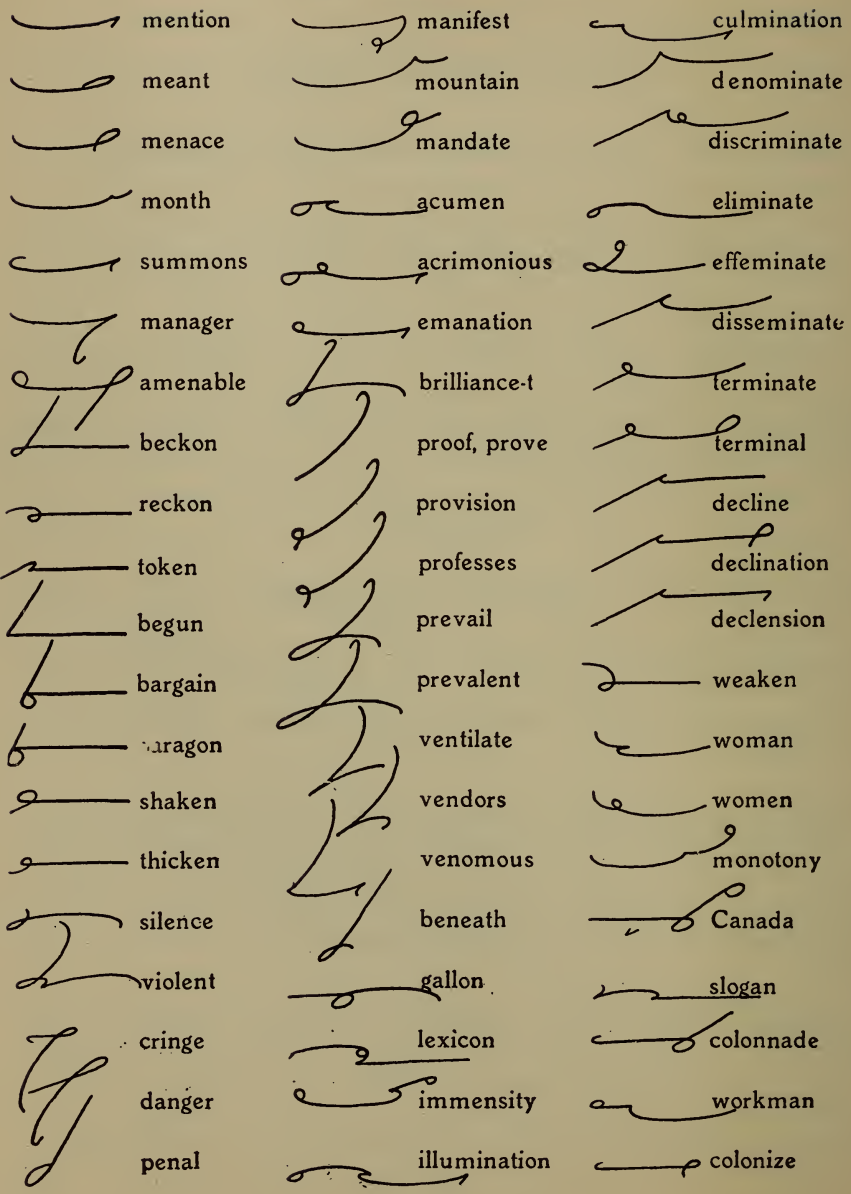
Examples



§ **83.** In writing words of two or more syllables the super-lengths are used freely and little regard need be paid to the nature of the intervening vowel. Super-length M expresses *-minate*:

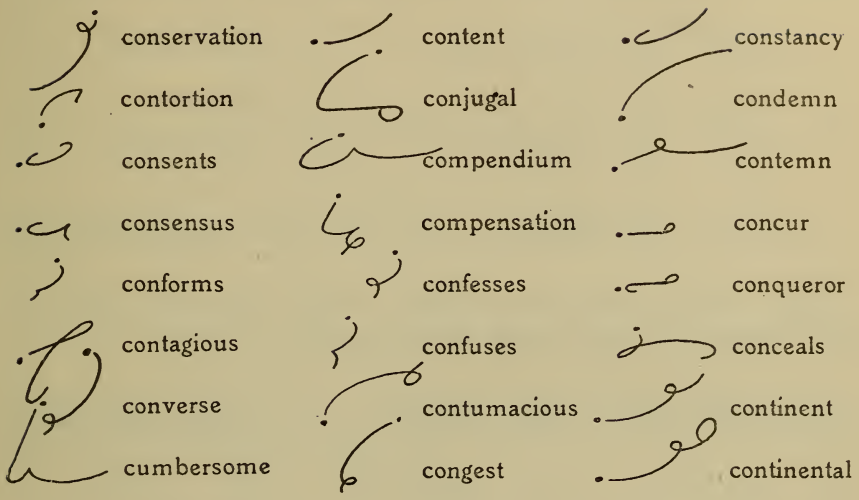


Additional Exercise

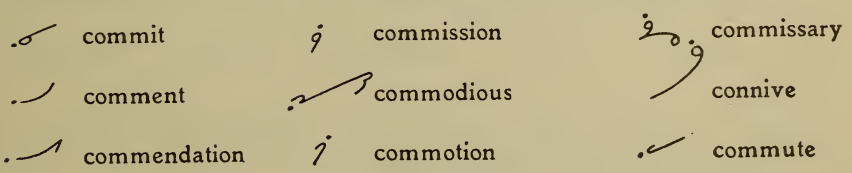


COM, CON

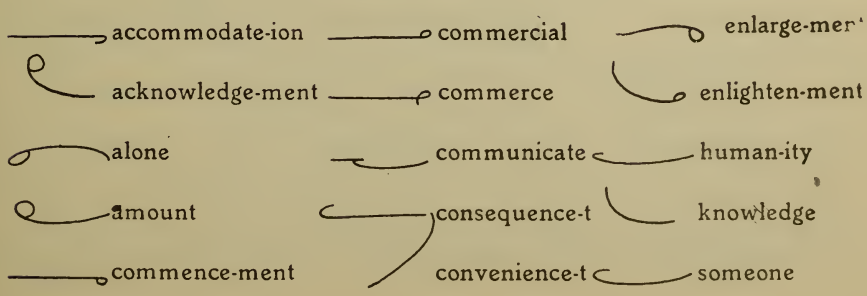
Exercise on the use of the dot:



§ **84.** When *com* or *con* is followed by a vowel, as in *comedy*, *connive*, the vowel MUST be written:



Word-Signs



§ 85. As stated in § 36, Rule 3, *com-n* is often implied by nearness to the previous outline:

will consider

will conform

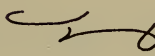
may compel

his consent

the confession

the consignee

will contain

 some consolation

§ 86. Experienced writers omit the dot from a few outlines of frequent occurrence:

confide-nce

connect

consideration

convention

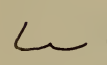
condition-al

convey

company

combine

conspicuous

 companion

continue

congratulate

concern

consider-ate

confidential

§ 87. *Contr-* and *counter* are expressed by an inclined tick in place of the dot:

controls

counteract

contrite

contrary

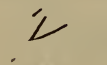
contributary

contrive

countercharge

uncontradicted

controller

 counterpart

counterpane

contract

contrition

uncontrollable

contractor

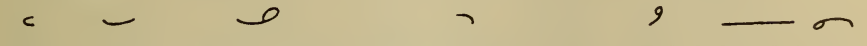
contradict

contrast

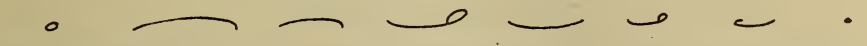
contraction

ELEVATED WORD-SIGNS

§ 88. For greater facility or brevity, a few words are placed higher than the rest of the writing:



alter enter entertain-ment explain, explanation extra give-n her

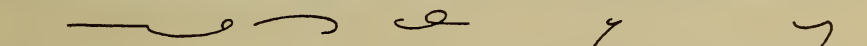


high, eye length-en let, little market moral-ity never one, won or

over post quote-ation real science short under wonderful world

Rem. The dotted line represents the writing line. When practicing, no line need appear; simply elevate the sign to about the height of the *Ch* stroke.

§ 89. **Phrasing.**—1. If the first word of a phrase is one indicated by an elevated sign, place it at its usual elevation and join the others regardless of elevation:



give me let us one act under which never have

Rem. When *never* is phrased the vowel may be omitted.

2. When the elevated sign is not the first part of a phrase no effort is made to elevate it:

I never said may give it was given

Rem. 1. The sign for *or*, being a dot, can not be phrased.

Rem. 2. The words expressed by elevated signs are such as usually begin phrases; they seldom follow in a phrase.

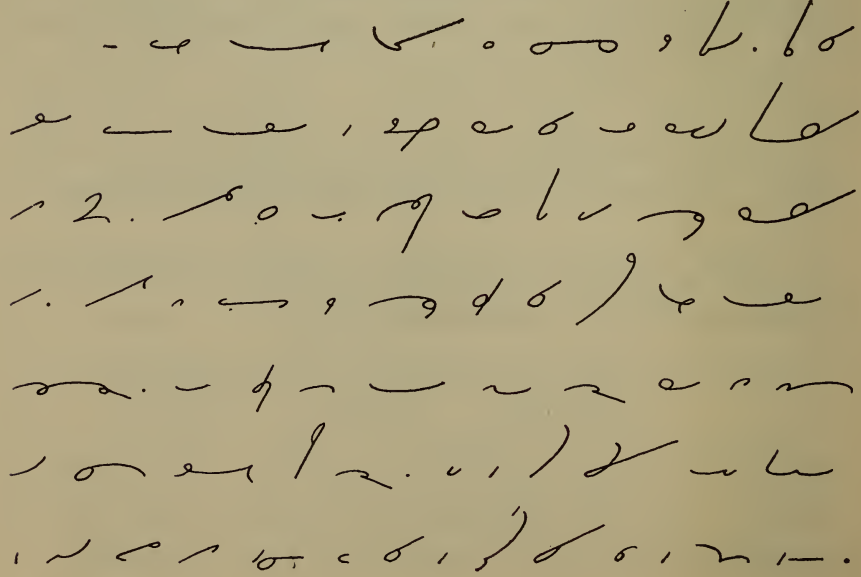
§ **90.** In forming a derivative elevated outline the root outline should retain its usual elevation:

forgive-n herself reentered unaltered unentertainingly

Writing Exercise

1. Please convey my congratulations to-the commissary. 2. The contractor who has the contract may contrive to control my contribution. 3. I-have great confidence in-the company and shall continue to work for-the concern. 4. We believe in-the conservation of energy. 5. You-must-have sufficient proof in-order to summons the dangerous criminal. 6. Conrad Sullivan came from Canada to-act as Manager for-the Lansing Terminal. 7. Our government will pension the wounded men.

Reading Exercise



TWELFTH LESSON

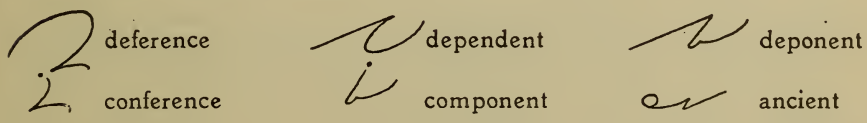
NATURAL ABBREVIATIONS

§ **92.** Under this head belongs that class of words a longhand writer would naturally abbreviate if he were crowded beyond his ability to write the matter in full, such as *pam* for *pamphlet*; *ans* for *answer*; *dilap* for *dilapidate; negent* for *negligent; gention* for *generation.* Outside of a few frequently used words this method of abbreviation should not be applied to words of LESS than THREE syllables, nor in any event where the resultant outline would not contain at least two consonant SIGNS:

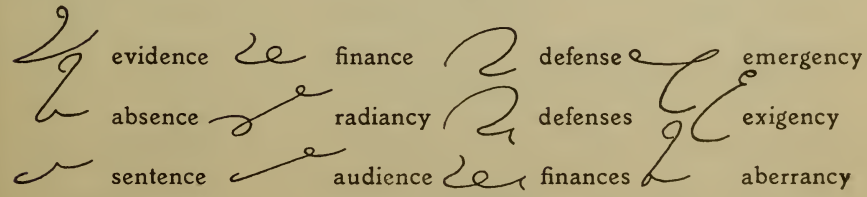
This phase of abbreviation is covered more specifically by the following rules for

Contracting Outlines by Apocopation and Syncopation

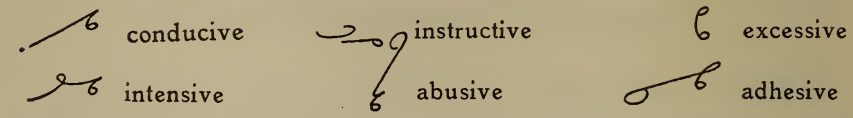
1. Omit *ence* from **ference**; *ence* and *ent* from **ndence-ndent**; *n* from **nent, cient, tient:**



2. Final *s* and *cy*, following N, are frequently omitted. This omission is not made when writing the plural forms:

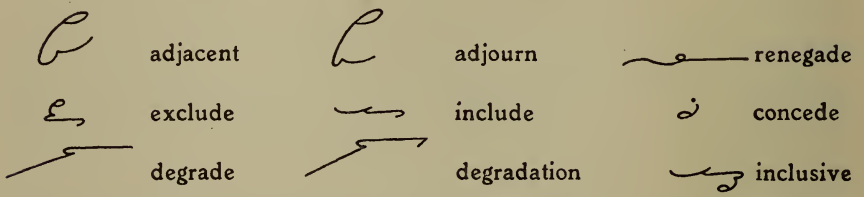


3. **Ive** is often shortened to *i* when preceded by *s* or *ct:*

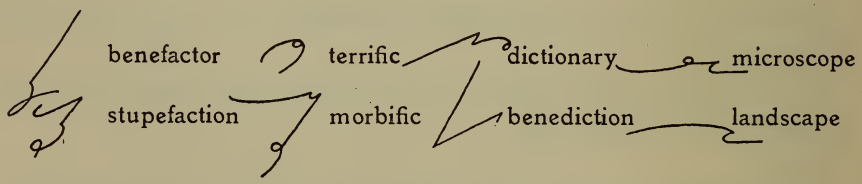


Rem. *Ive* added to a word-sign, as *collective*, *objective*, should be expressed by a detached *V*. See § 78.

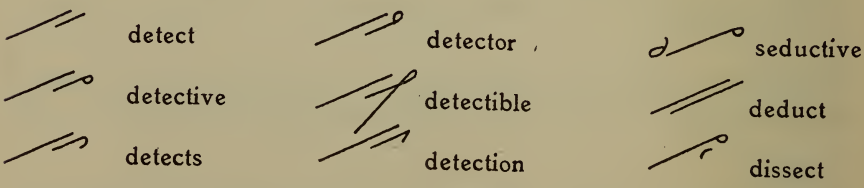
4. Omit *d* from **adj, gade, grade, cede,** and **clude:**



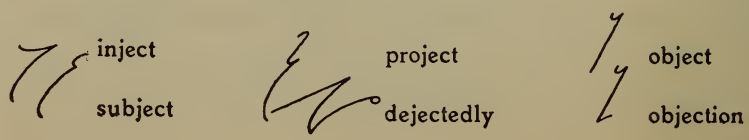
5. Omit *k* from **factor, faction, fic, diction, duction,** and *p* from **scape** and **scope:**



6. *Tect*, *sect*, and *duct;* expressed by detaching T, S, or D:

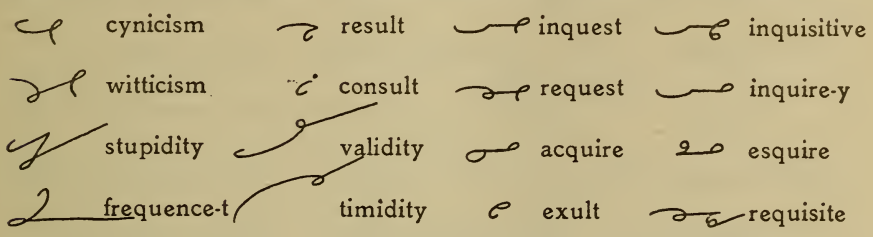


7. **Ect** is omitted in the ending **ject:**

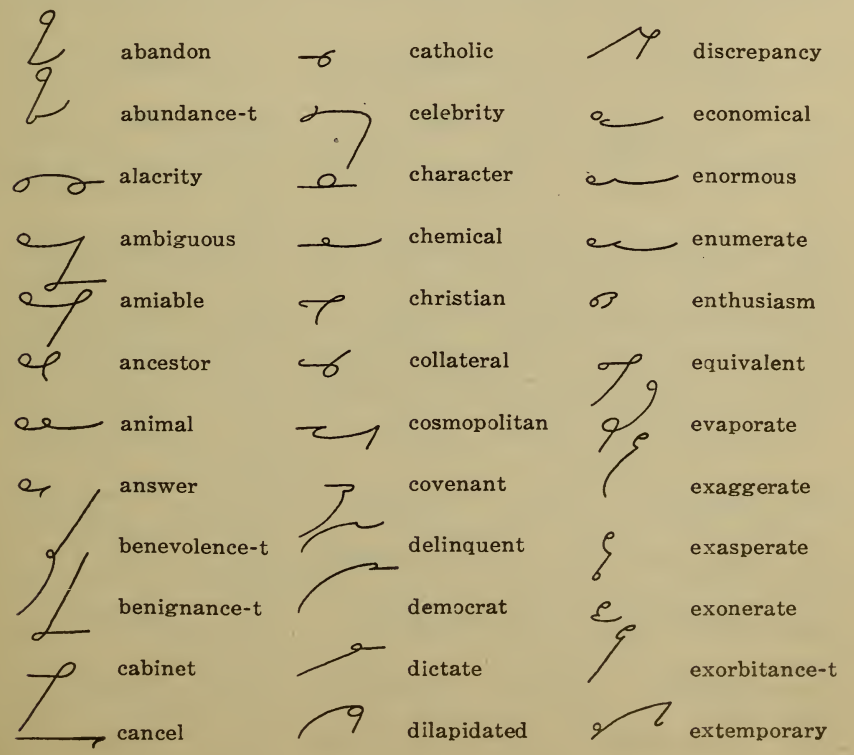


NOTE—The outline for *object* is varied to avoid a possible conflict with *subject.*

8. Omit *m* from **cism**; *lt* from **sult**; T is dropped from **idity**. Omit *w* from **quest, quire, quence-quent,** and **quisite:**

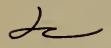


9. The following outlines are shortened in accordance with the Natural Principle of Abbreviation explained in § 92.



extravagance-t

facilitate, facility


fac simile

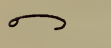
familiar

family

financial

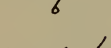
fluctuate

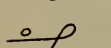
generation

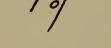

identical

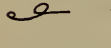
illustrate

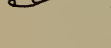
imagination

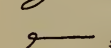

impenetrable


impersonate


impertinence-t


impregnable


improbable


inaccurate

inadequate

indefatigable

indignant

indispensable

inefficient

inevitable

inhabit-ant

innumerable

instantaneous

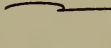
investigate

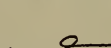
invigorate

jubilee

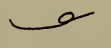
juvenile

legislate


liberty

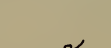

locomotive

lumber


magazine

manufacture

matter


meditate

memoranda

memory

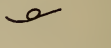
method-ical

metropolitan

misdemeanor

miserable

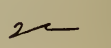
monopoly


native

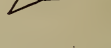
neglect

negotiate

newspaper


observe-ation

obstacle


ordinary

particular

perforate

permanence-t

perpendicular

perpetual

phenomenal

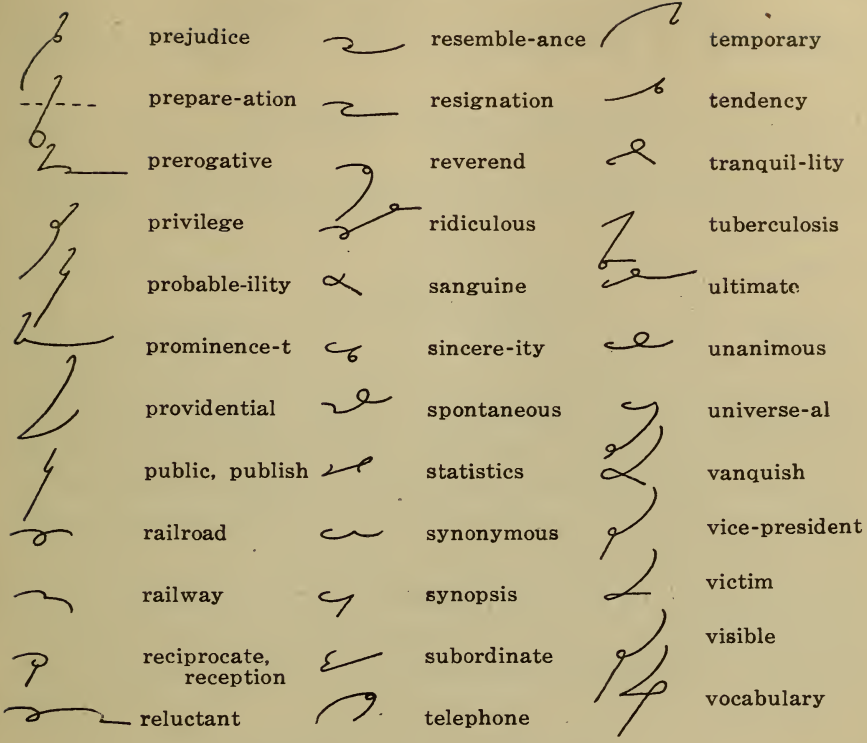
philanthropy

plaintiff

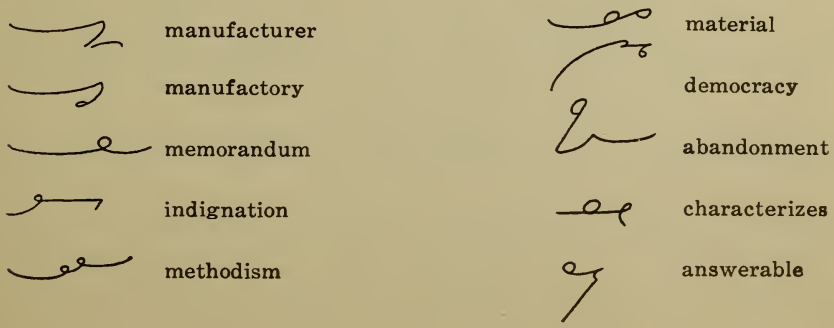
political

poverty

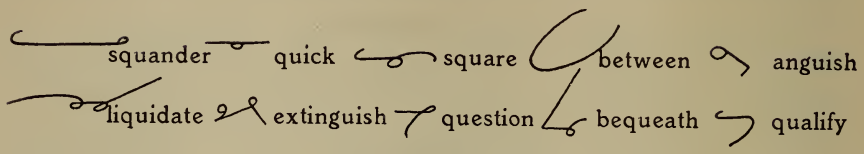
practice



Rem. The general rule is to apply this method of abbreviating outlines to words whose PRIMITIVE form contains three or more syllables. Then in writing a derivative form add to the primitive outline such sign or signs as will express whatever was added to form the derivative word, as—



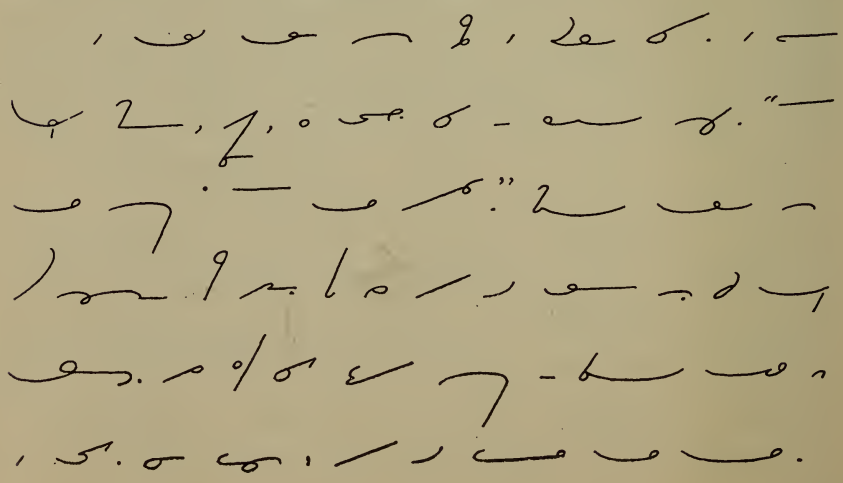
§ **93.** W is dropped from the following outlines:



Writing Exercise

1. In-the absence of evidence the defense will-have to concede the request. 2. My-object is to try to detect if-there is any validity in the claim. 3. At your request we-will acquire the requisite financial aid, sufficient to-meet any emergency. 4. He frequently appeared in-the audience as an advocate of-the jubilee celebration. 5. My observation lead me to think that-the manufacturer has-the privilege to-negotiate for-a metropolitan newspaper. 6. We-are making preparation for universal military training. 7. The victim was very reluctant to accuse the vice-president of gross negligence in-the manufactory.

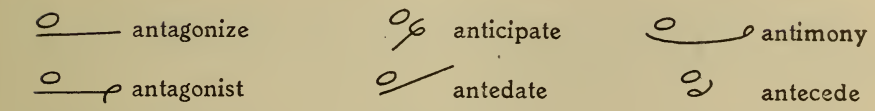
Reading Exercise



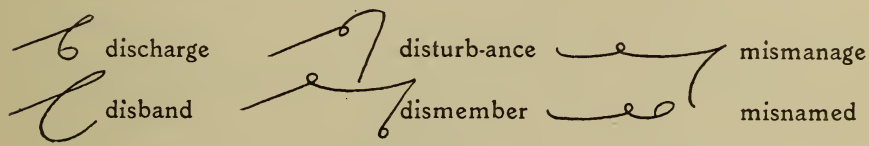
THIRTEENTH LESSON

PREFIX SYLLABLES

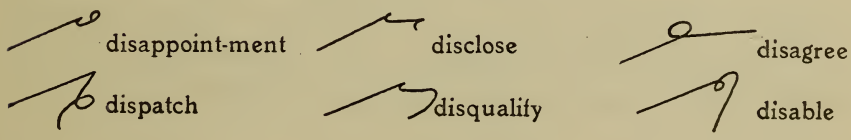
§ **95. Anta-e-i;** expressed by the large circle:



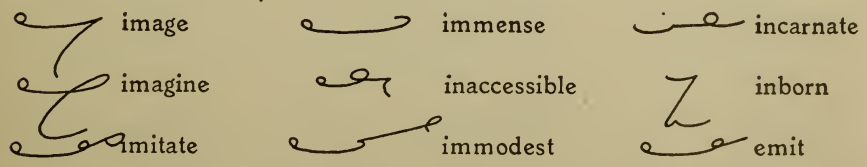
§ **96. Dis** and **mis.**—1. S is omitted whenever the resultant outline is one that can not be read for any conflicting word. When *s* is omitted the vowel is usually retained:



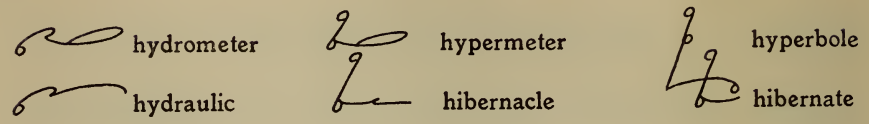
NOTE—In the following, D expresses *dis:*



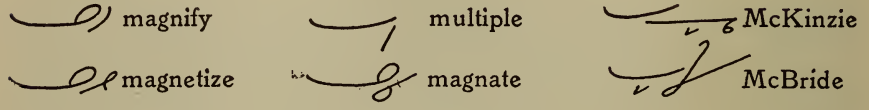
§ **97. Em** and **im;** omit the vowel unless followed by a vowel or a second *m*. **En** and **in;** omit the vowel unless followed by a vowel or a second *n*:



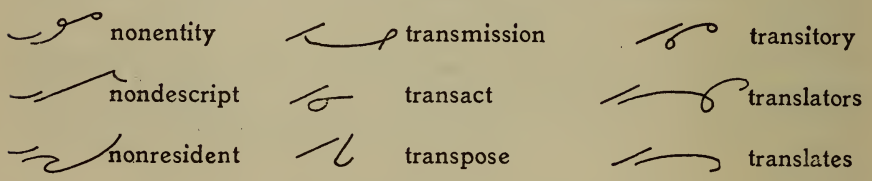
§ **98.** Omit *h* from **hyper, hiber,** and **hydro:**



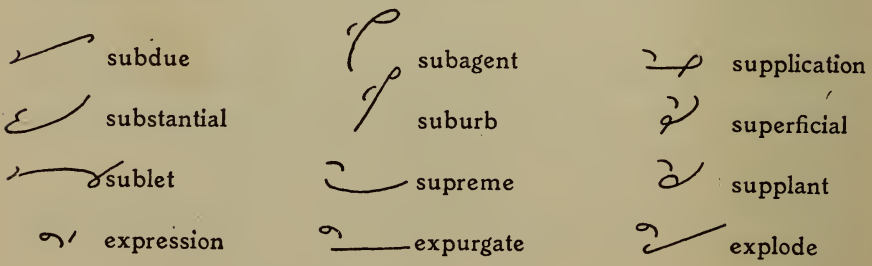
§ **99. Magna-e-i;** expressed by Ma; **Mc,** by M; **multi,** by M, detached:



§ **100.** Detach N for **non;** T for **trans:**

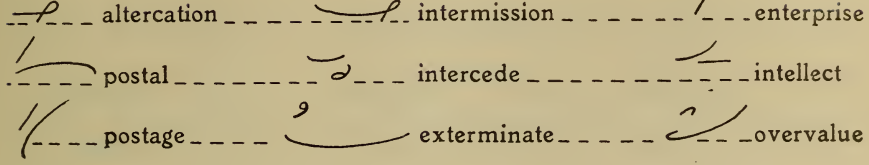


§ **101.** Indicate **sub** by S, detached when followed by a vowel; **suppl, super** and **supre** by *sp*, detached; **expl, exper** and **expre** by *esp:*

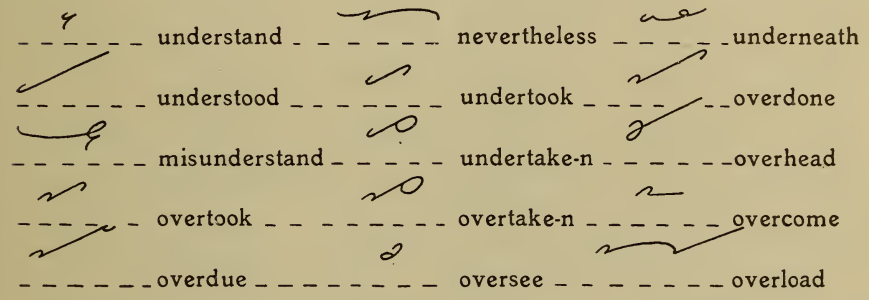


§ **102.** The word-signs for *alter, enter* (*intro, inter*), *extra* (*exter*) *over, post, short,* and *under* are em-

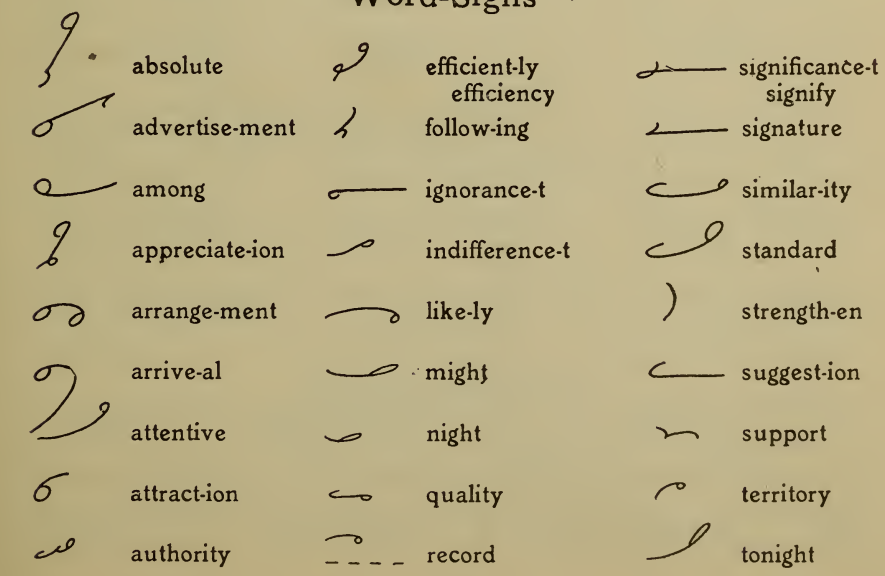
ployed as prefix signs. *Ent* expresses **intel:**



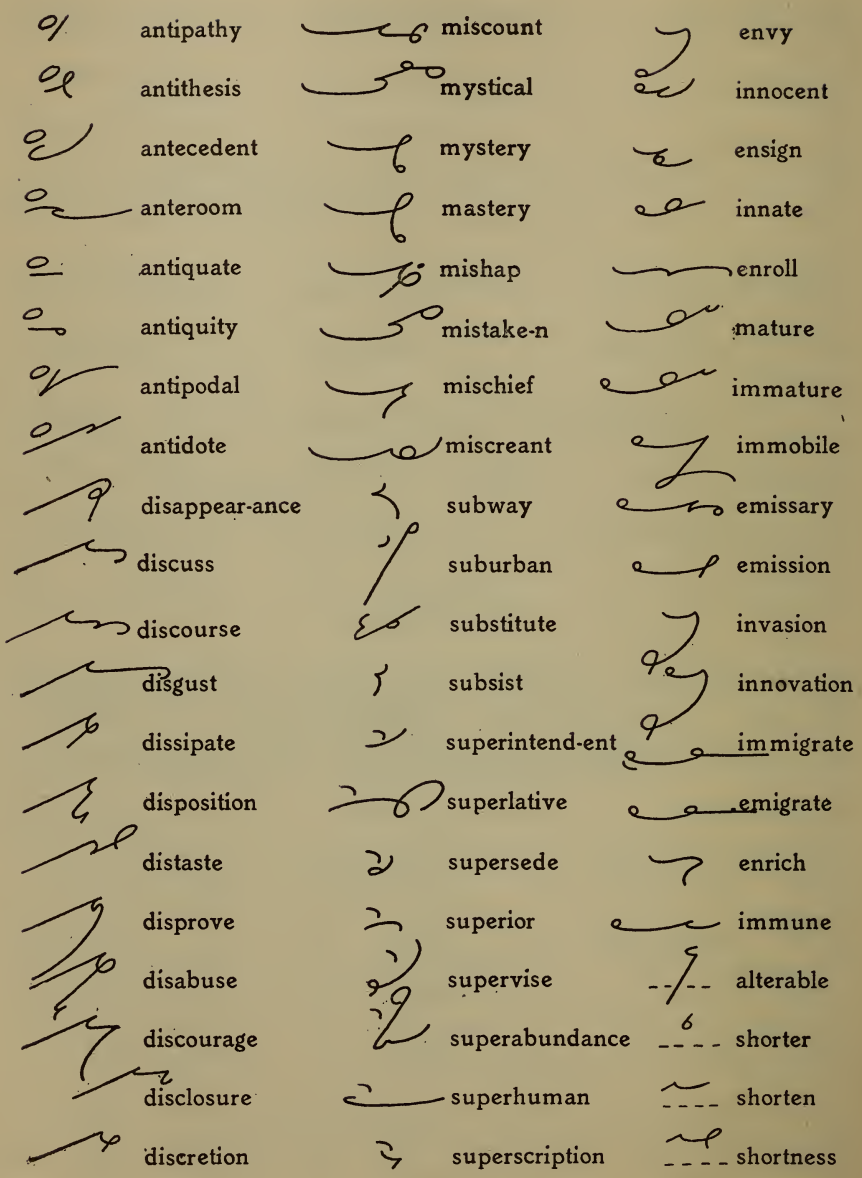
NOTE—In many outlines these prefix signs are joined:

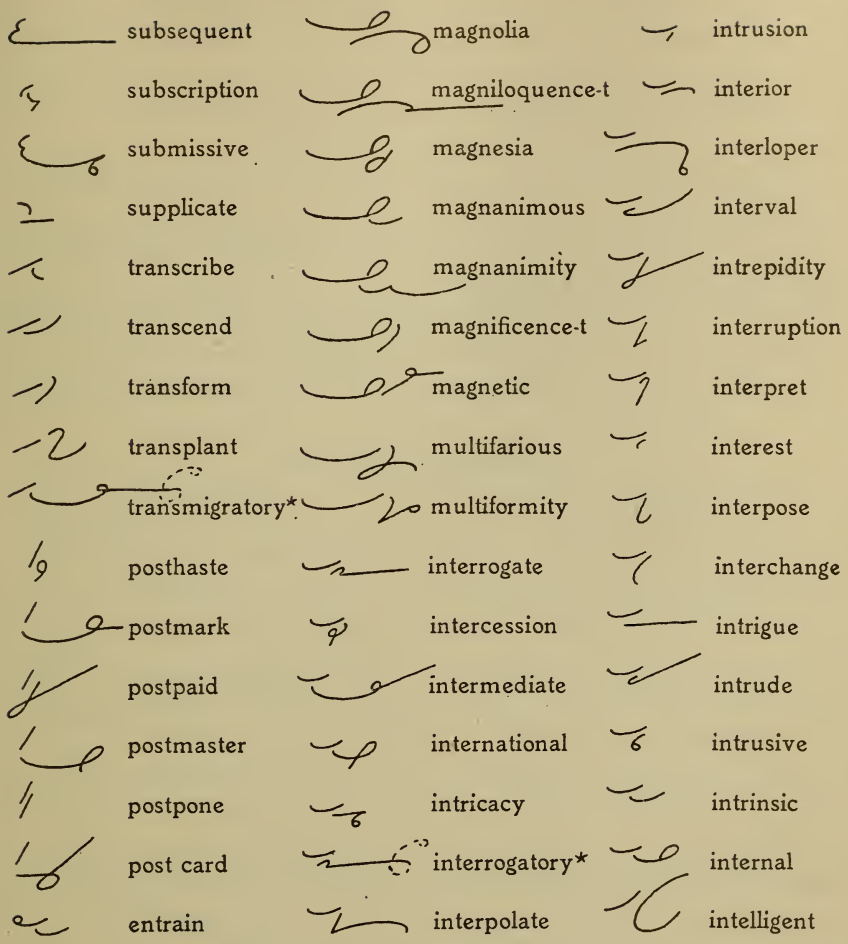


Word-Signs



Additional Exercise





*Advanced writers omit the hyphenated part of the outline.

Writing Exercise

1. We-do-not anticipate any antagonism on-the part-of-the-discharged subagent. 2. We-have sublet the home-of-the-magnate at a substantial advance to a nonresident who has-made money from-the manufacture of-a greatly improved magnet.

3. Our architect will make an arrangement to transact the business and undertake to induce the men to work overtime.

4. During intermission you should ask for an interview and intercede for the postal employee whose worth is underrated and whose acts are not understood.

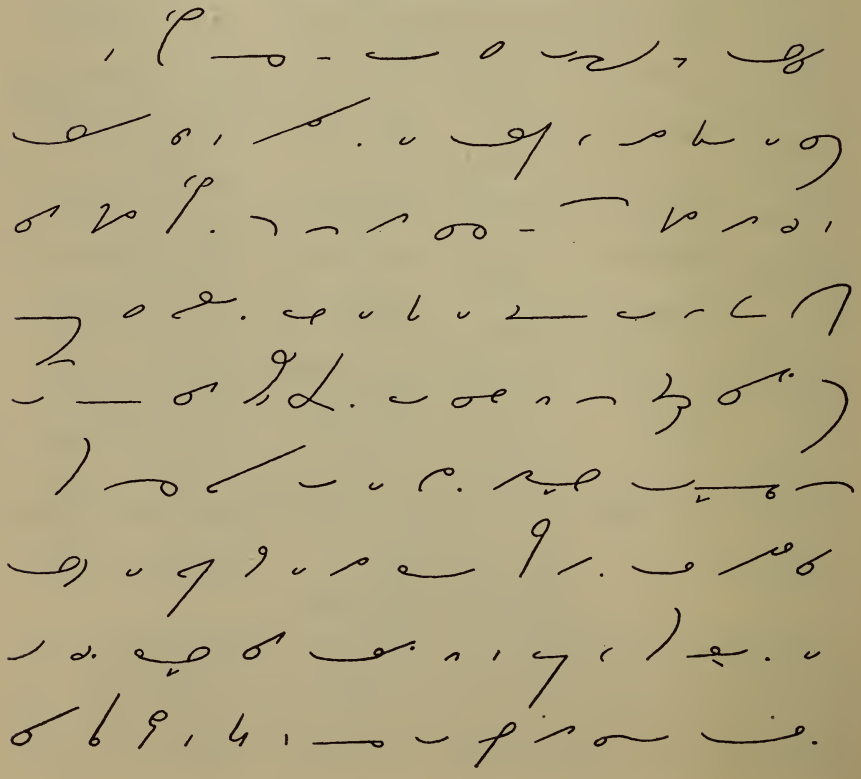
5. He is an expert in the transmission of electrical energy to the suburbs.

6. The overseer's altercation with the supervising architect made an alteration necessary.

7. McClosky shall supplant McPherson who is now supreme in command of the intrepid and intractable intruders.

8. I will hand my subscription to the dissipating postmaster.

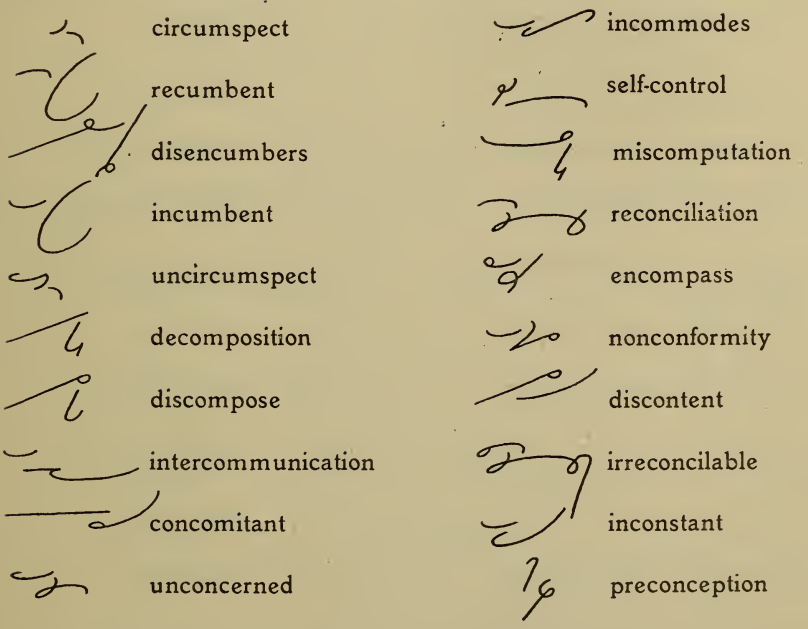
Reading Exercise



FOURTEENTH LESSON

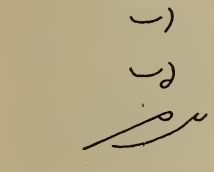
COMPOUND PREFIXES

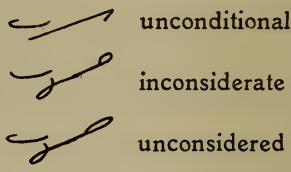
§ **104.** In many words *com* or *con* is preceded by one or more other syllables. The outlines for such words are formed by writing the portion that follows *com-n* very near, or partly under, the portion that precedes *com-n*, omitting the dot:



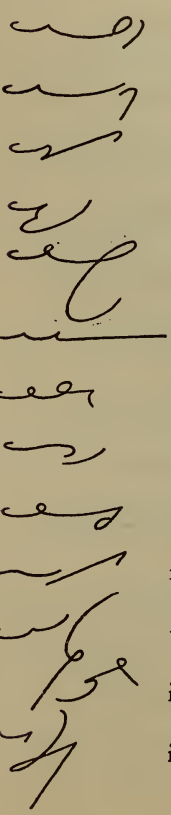
Remarks. (*a*) *Decom* is expressed by *D; discom-n* by *Di.* (*b*) When *comm* is preceded by other syllables it is implied as if there were but one *m;* thus, *commit* is expressed by *com*-dot plus *i-T;* and *recommit* should be expressed by *R* for *re*, with *i-T* detached and placed partly under the *R*-stroke; *recommend, R* plus a detached *end.* See *incommodes*, above.

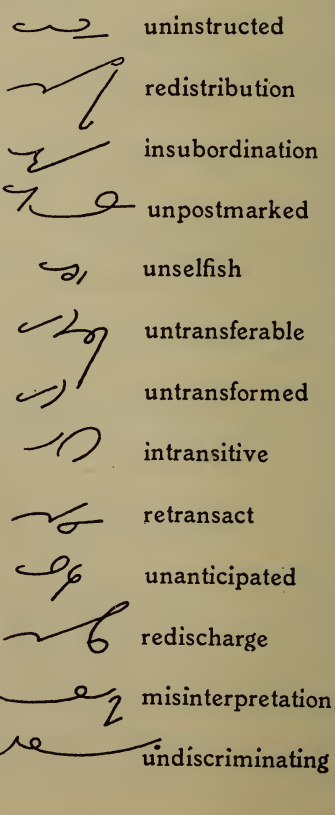
§ **105.** Words beginning with *com-n* which are indicated by word-signs, form their derivatives in the same way as the words in the preceding exercise.

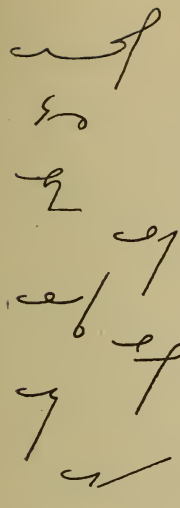

inconsistent
inconsistency
discontinue

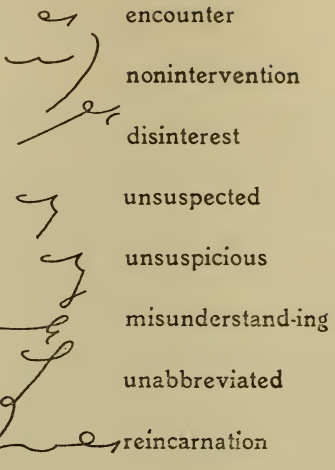

unconditional
inconsiderate
unconsidered

§ **106.** When any other prefix-syllable is preceded by another syllable the two are joined:

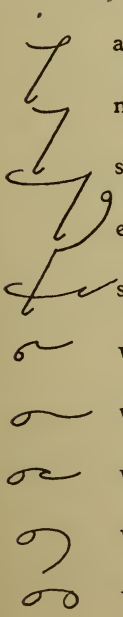

unmagnified
unmultiplied
unsubdued
unsubstantial
unimagined
uninclined
uninaccessible
unrestrained
unemotional
reintroduction
unintelligible
indistinct
incontrovertible

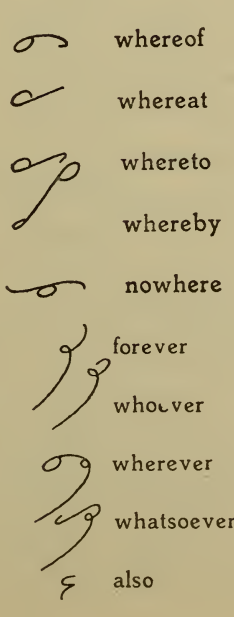

uninstructed
redistribution
insubordination
unpostmarked
unselfish
untransferable
untransformed
intransitive
retransact
unanticipated
redischarge
misinterpretation
undiscriminating

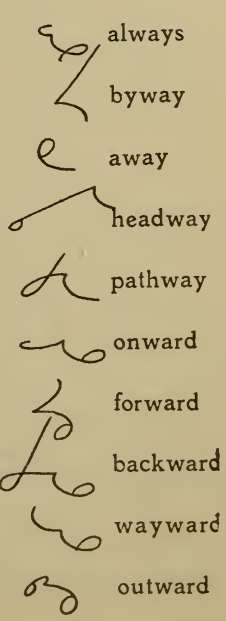

unmistakable
subcontrary
inexplicable
unimpressionable
unencumbered
inextricable
unalterable
uncontradicted

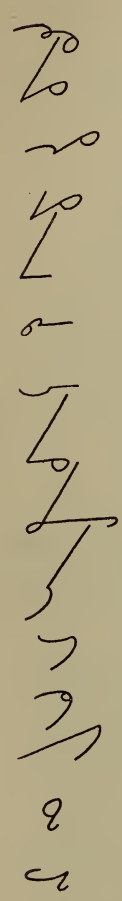

encounter
nonintervention
disinterest
unsuspected
unsuspicious
misunderstand-ing
unabbreviated
reincarnation

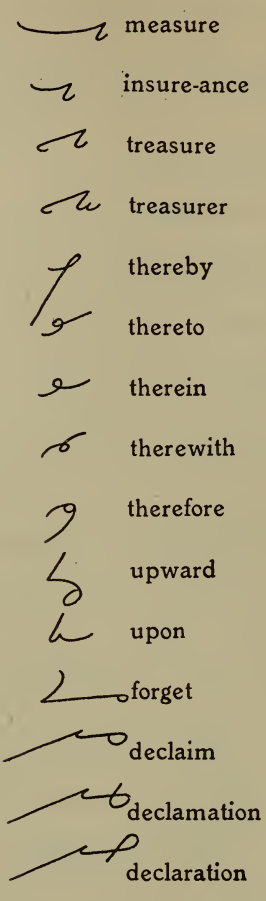
§ **107.** Many outlines of compound words are formed by using word-signs as prefixes, or as affixes:

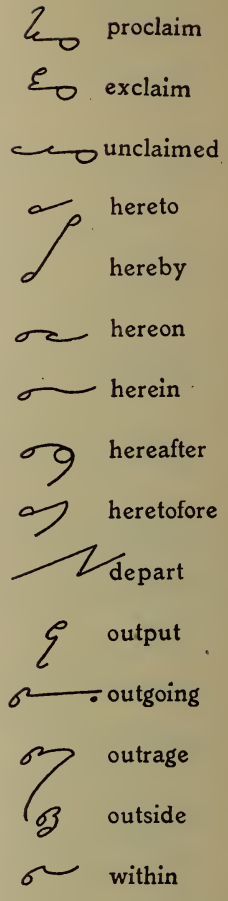

anybody
nobody
somebody
everybody
somewhat
within
wherein
whereon
wherefore
whereas


whereof
whereat
whereto
whereby
nowhere
forever
whoever
wherever
whatsoever
also


always
byway
away
headway
pathway
onward
forward
backward
wayward
outward

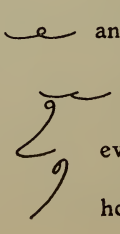

reward
betake
retake
partake
become
outcome
income
became
bygone
before
inform
reform
deform
assure
censure

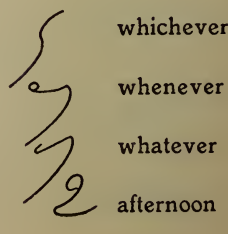

measure
insure-ance
treasure
treasurer
thereby
thereto
therein
therewith
therefore
upward
upon
forget
declaim
declamation
declaration


proclaim
exclaim
unclaimed
hereto
hereby
hereon
herein
hereafter
heretofore
depart
output
outgoing
outrage
outside
within

§ **108.** The following outlines are varied slightly in some particular:

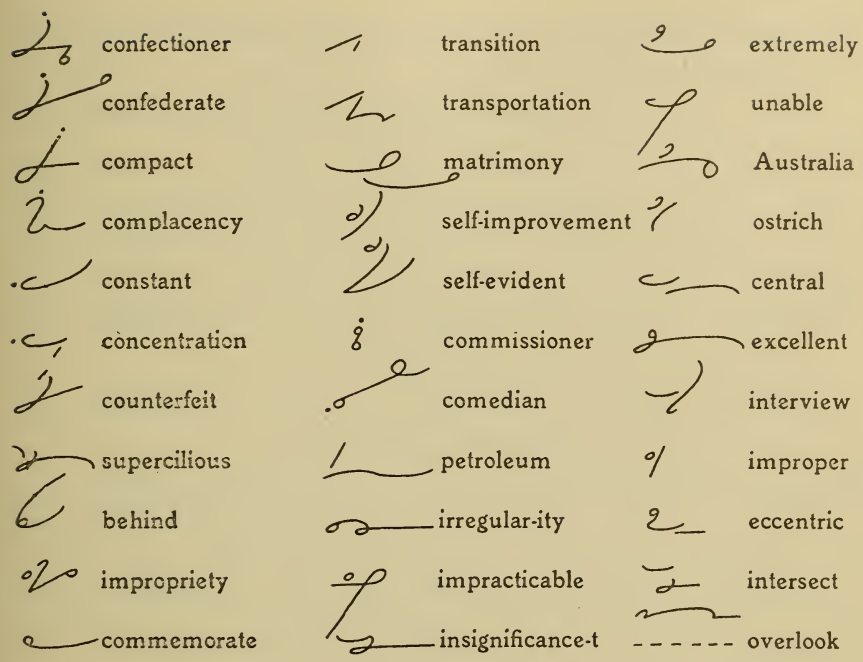
anywhere
everywhere
somewhere
elsewhere


anyone
no one
everyone
however


whichever
whenever
whatever
afternoon

Additional Exercise

(Applying to prefixes in general)



NOTE—The dot may also express *cam-*, as in—

Writing Exercise

1. Someone has said that an educated person is one who knows something of everything and everything of something.

2. Truth is as impossible to be soiled by any outward touch as the sunbeam. 3. Better to go forward than backward.

4. Their heads sometimes so little that there is no room for wit, sometimes so long that there is no wit for so much room.

5. When bad men combine the good must associate; else they will fall, one by one, an unpitied sacrifice, in a contemptible struggle.

6. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.

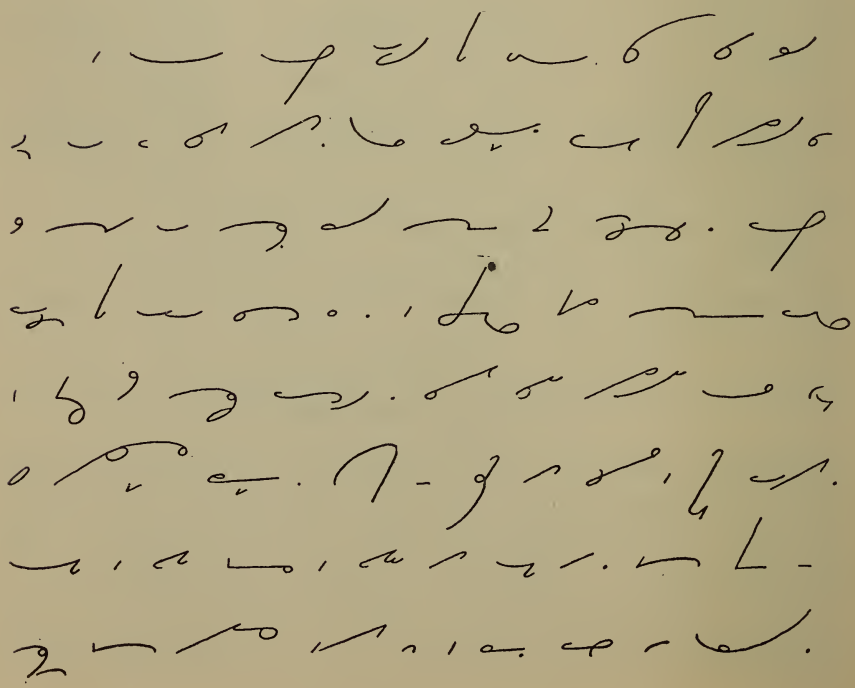
7. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.

8. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.

9. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.

10. It is an outrage that the superior output is decomposed.

Reading Exercise

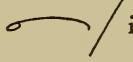


FIFTEENTH LESSON

TERMINATIONS

NOTE: In this lesson and the one following, the formation of derivative outlines is illustrated fully among the outlines presented.

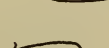
§ 110. 1. **Ality, elity, ility,** etc., are expressed by detaching the preceding consonant:

ability
locality
municipality
fidelity
finality
fatality
plurality
 illiberality
fatalities

2. **Arity, erity,** etc., are indicated by the preceding consonant, plus the first vowel:

majority
vulgarity
temerity
hilarity
solidarity
disparity

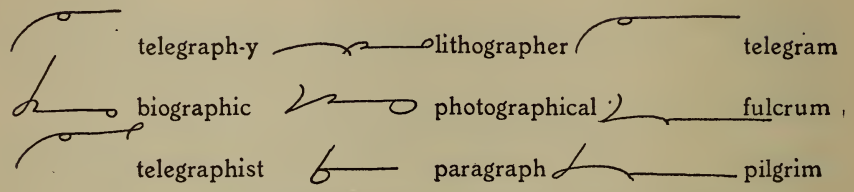
§ 111. **Anity, enity, inity, imity, mnity, dernity, ternity;** detach the first sign of the ending:

divinity
calamity
calamitous
eternity
 solemnity
urbanity

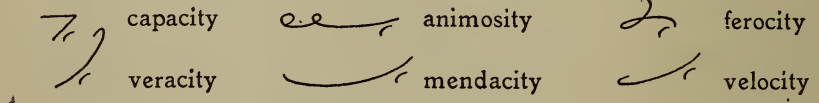
§ 112. **Avity, evity, ivity** are expressed by detaching the first vowel in the termination:

gravity
declivity
gravitation
brevity
declivitous
gravitate

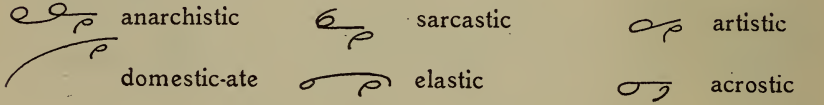
§ 113. **Graph** is expressed by G; **gram, grim,** and **crum** by super-length G:



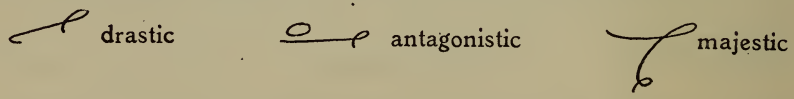
§ 114. **Acity, icity, osity;** expressed by left-hand S, detached:



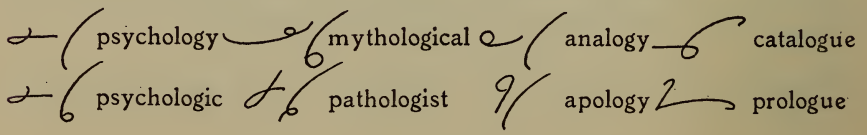
§ 115. **Astic, estic, istic, ostic;** expressed by S and the preceding vowel:



Rem. Advanced writers often join this termination:

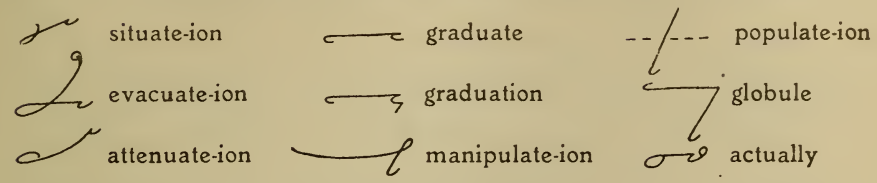


§ 116. **Logy,** with any preceding vowel, is expressed by J, detached. Lo expresses **logue:**

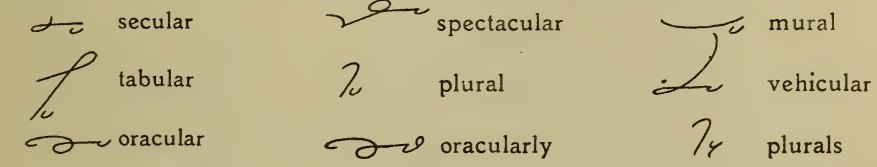


Rem. Advanced writers may join the *logy* terminations.

§ 117. **Ulate-ion, uate, ule,** and **ual,** expressed by *u*: Following G, *uate* is written horizontally:

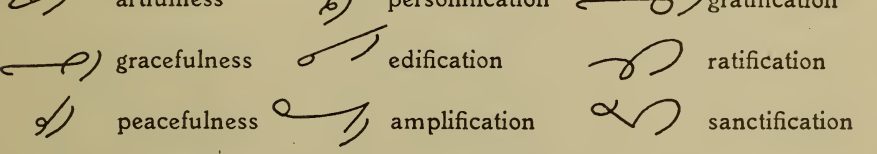


§ 118. **Ural, ular,** expressed by *u*, joined when following K; otherwise the *u* is detached:

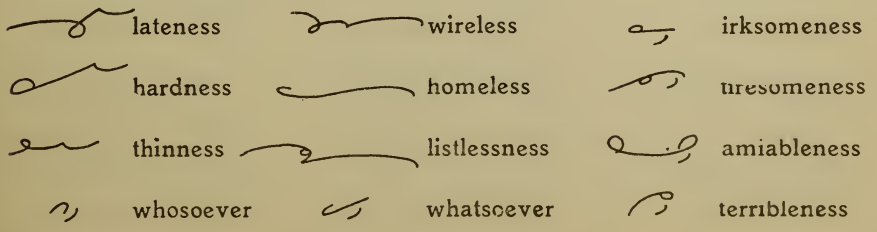


Note—Detach U in "secular" to distinguish from "secure-ity."

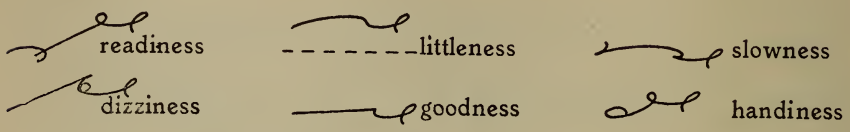
§ 119. **Fulness** and **fication**, expressed by F, detached. (Join *fication* when it follows T):



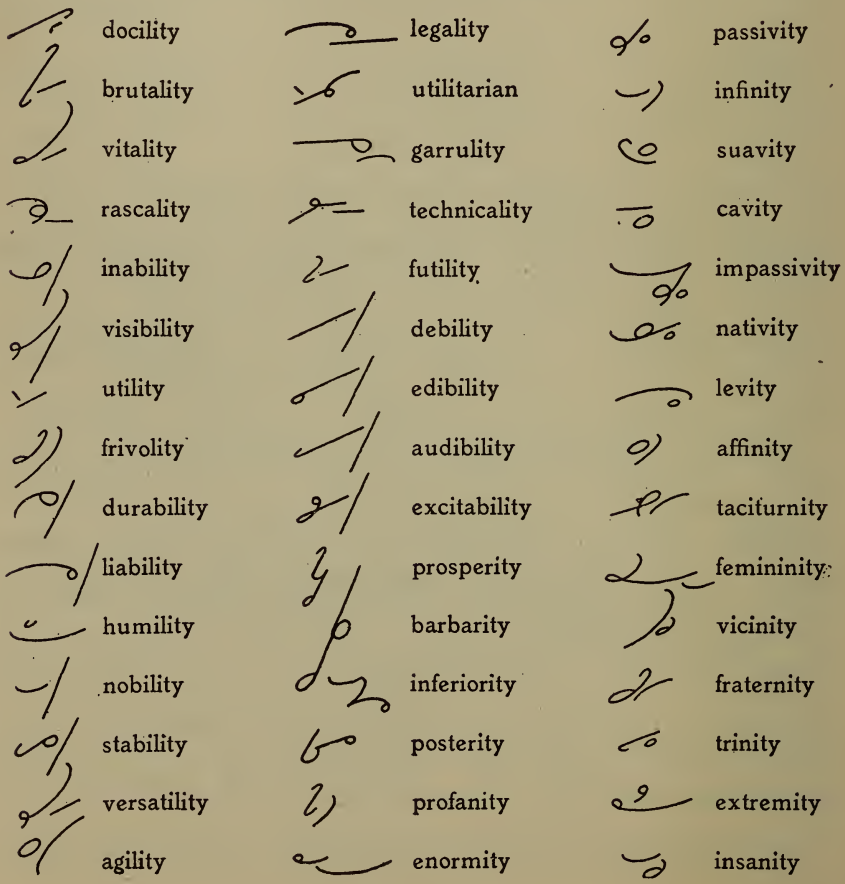
§ 120. **Ness,** expressed by N; **less,** by L; **lessness,** by Ln; **bleness, someness,** and **soever,** by comma-S, detached:

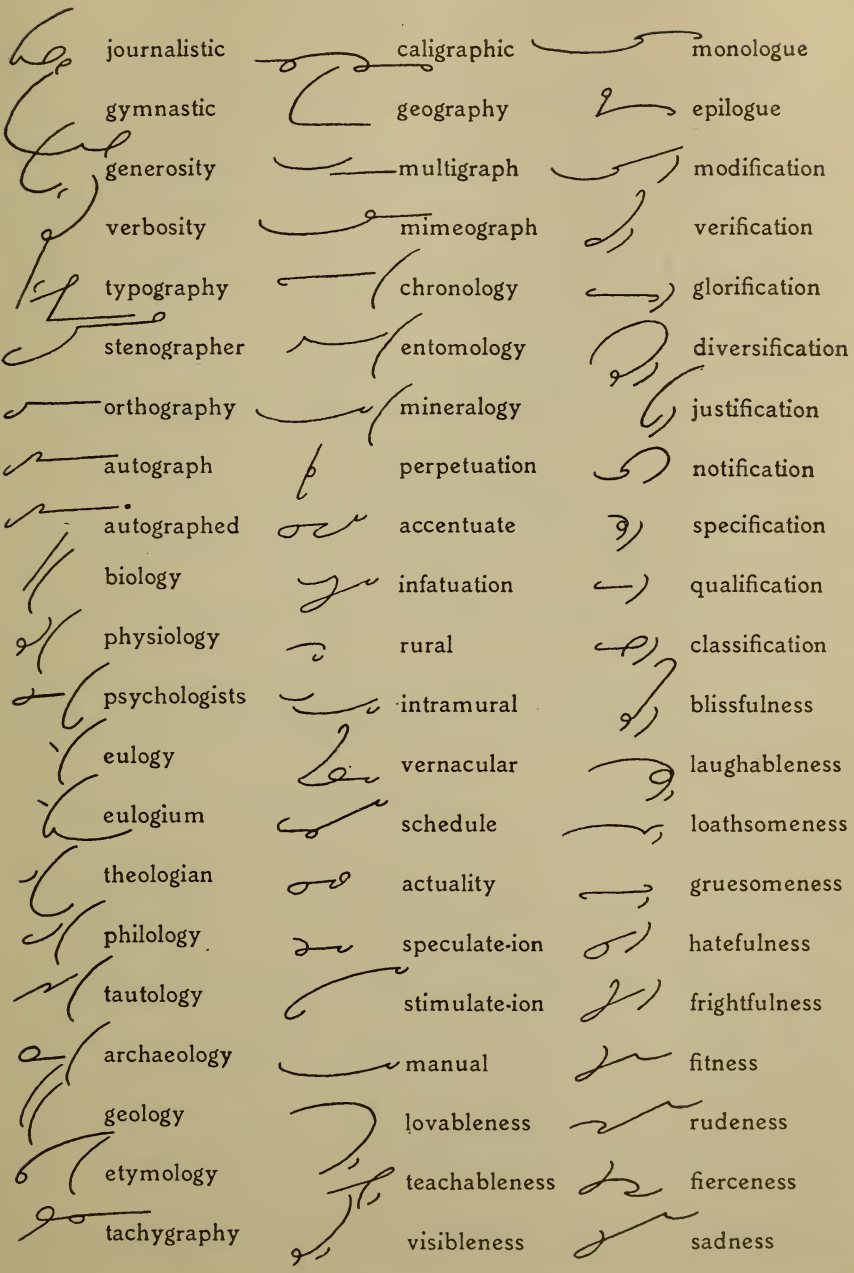


CAUTION.—When *ness* follows a vowel, as in *readiness*, or forms a derivative word-sign, it should be written in full:



Additional Exercise

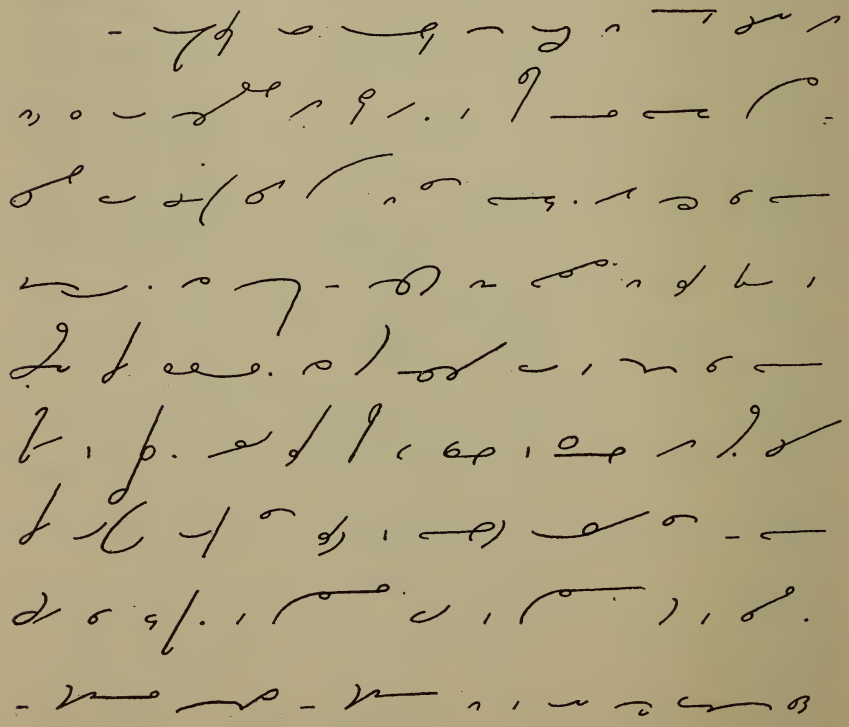



journalistic
gymnastic
generosity
verbosity
typography
stenographer
orthography
autograph
autographed
biology
physiology
psychologists
eulogy
eulogium
theologian
philology
tautology
archaeology
geology
etymology
tachygraphy
caligraphic
geography
multigraph
mimeograph
chronology
entomology
mineralogy
perpetuation
accentuate
infatuation
rural
intramural
vernacular
schedule
actuality
speculate-ion
stimulate-ion
manual
lovableness
teachableness
visibleness
monologue
epilogue
modification
verification
glorification
diversification
justification
notification
specification
qualification
classification
blissfulness
laughableness
loathsomeness
gruesomeness
hatefulness
frightfulness
fitness
rudeness
fierceness
sadness

Writing Exercise

1. The telegrapher made an apology to the stenographer for the animosity and harshness expressed in his telegram.
2. News has come by wireless that the anarchistic element is antagonistic to a majority of the rural population.
3. A modification of the specifications is necessary in order to ensure the durability of the plant and overcome all liability of accidents or other calamity in the locality.
4. His amiableness and gracefulness overcame the impression created by his lateness, or tardiness, in coming.
5. The gravity of the speech was accentuated by its brevity.
6. The profanity heard in this vicinity is an enormity.

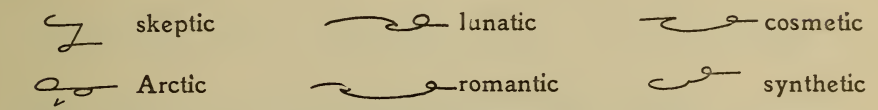
Reading Exercise



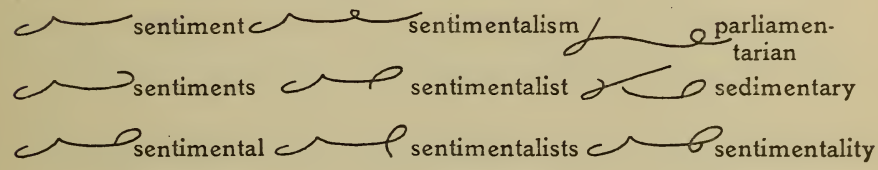
SIXTEENTH LESSON

TERMINATIONS—Continued

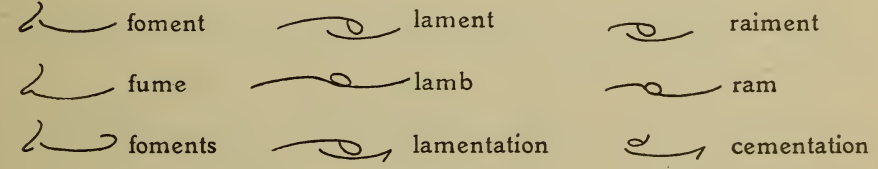
§ 128. **Litic, matic, metic, notic, thetic,** and similar endings, omit *t:*



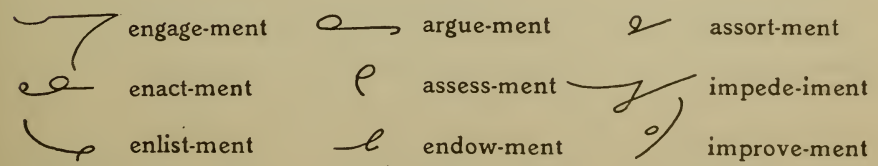
§ 129. **Ment** is expressed by M:

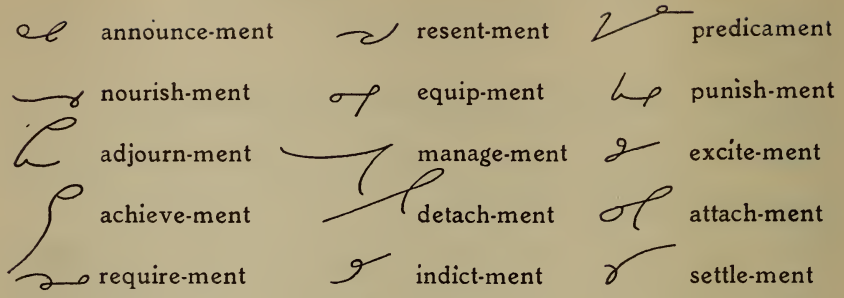


NOTE—When *ment* follows a vowel, in words of TWO SYLLABLES, *m* should be detached to avoid possible conflict, as—

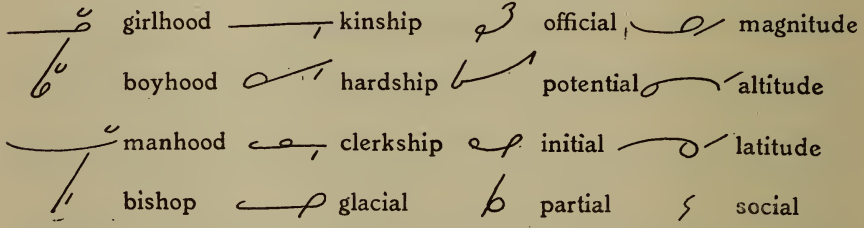


§ 130. Advanced writers often drop *ment*, especially when its addition makes a noun out of a verb:



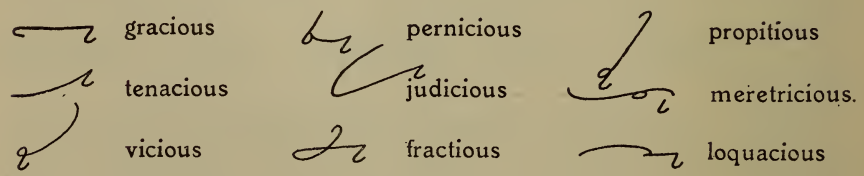


§ 124. **Hood** is expressed by *u*, elevated; **cial, tial,** by Sh; **ship,** by Sh, detached; **tude,** by T, detached:

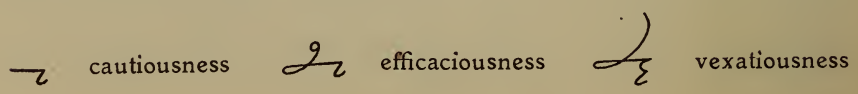


Rem. Advanced writers may join the sign for 'ship.'

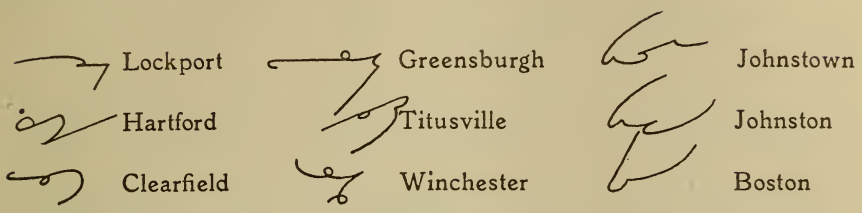
125. Cious or **tious,** expressed by Shu, usually written downward:



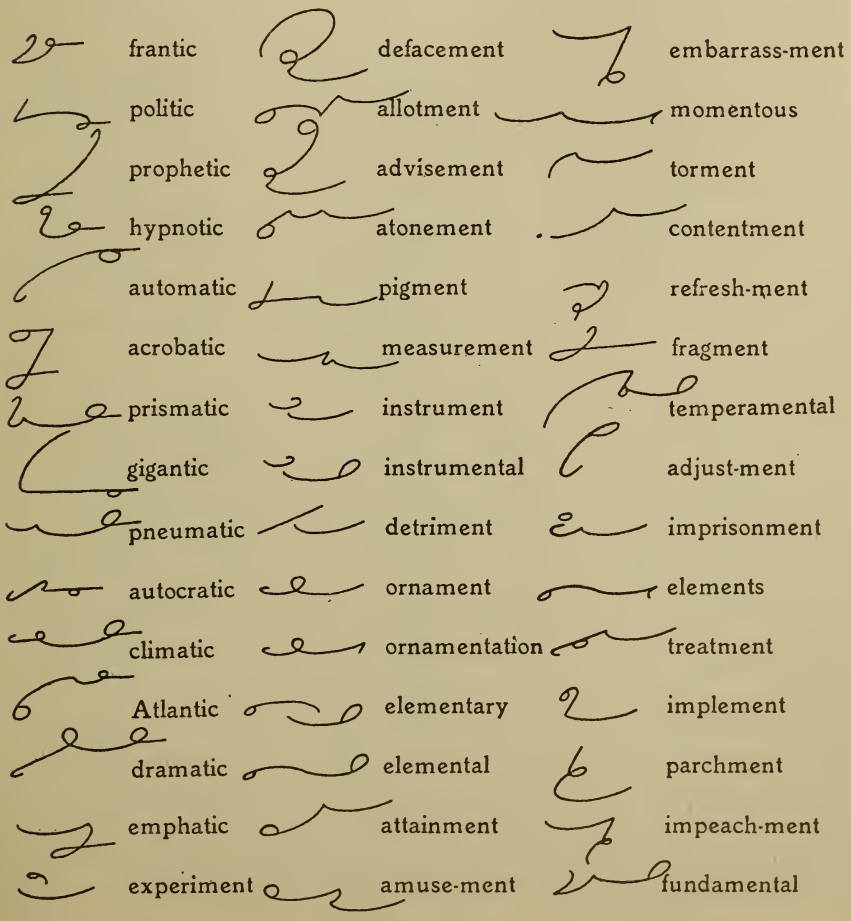
Rem. (*a*) A preceding vowel is omitted unless its insertion makes a more facile outline, as in the outline for *vicious*. (*b*) Advanced writers may omit a following *ness*, as—

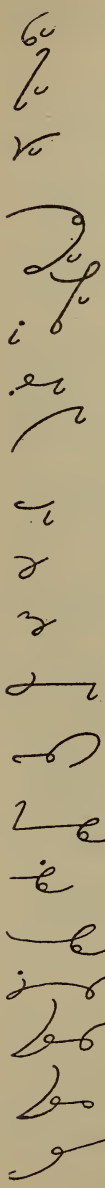


§ 126. Certain endings of outlines for cities and towns are shortened as follows:

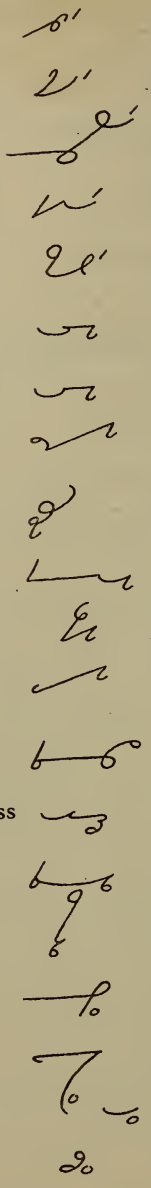


Additional Exercise

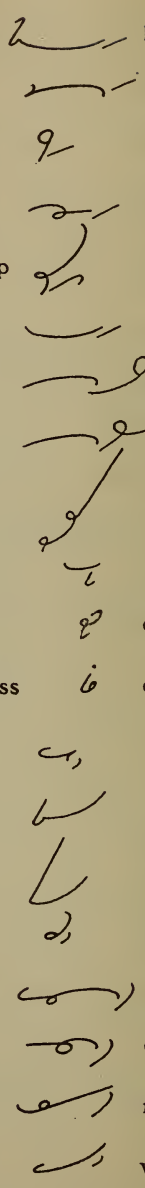




childhood
brotherhood
sisterhood
livelihood
neighborhood
conscious
conscientious
delicious
unconscious
spacious*
auspicious*
sagacious
creative
progressiveness
cohesiveness
massiveness
conciliatory
vindicatory
vindictive
valedictory

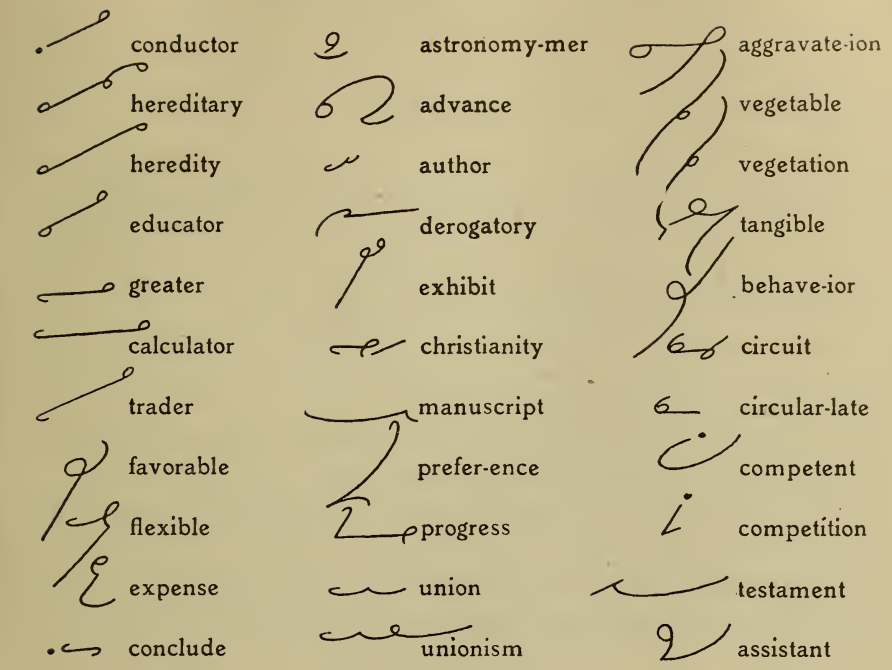


township
friendship
guardianship
partnership
apprenticeship
noxious
incautious
expeditious
facetious
pugnacious
surreptitious
audacious-ness
purgatory
inclusive
permissive
abusive
gapingly
grudgingly
knowingly
exceedingly

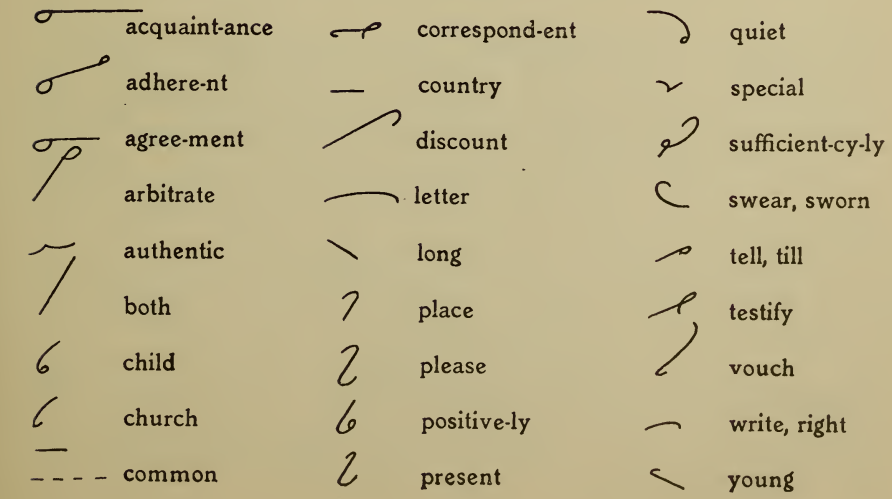


promptitude
solitude
aptitude
rectitude
vicissitudes
multitude
latitudinal
latitudinarian
beneficial
nutricious
officious-ness
consciously
sensibleness
potent
penitent
feebleness
skillfulness
carefulness
needfulness
valuableness

*Occasionally it is better to write upward Sh for *shus*, and in such instances the vowel is omitted.


conductor
hereditary
heredity
educator
greater
calculator
trader
favorable
flexible
expense
conclude
astronomy-mer
advance
author
derogatory
exhibit
christianity
manuscript
prefer-ence
progress
union
unionism
aggravate-ion
vegetable
vegetation
tangible
behave-ior
circuit
circular-late
competent
competition
testament
assistant

Word-Signs


acquaint-ance
adhere-nt
agree-ment
arbitrate
authentic
both
child
church
common
correspond-ent
country
discount
letter
long
place
please
positive-ly
present
quiet
special
sufficient-cy-ly
swear, sworn
tell, till
testify
vouch
write, right
young

Writing Exercise

1. All government, indeed every human benefit and enjoyment, every virtue, and every prudent act, is founded on compromise and barter.

2. After the adjournment the bishop asked the management to provide new equipment for the men in confinement as punishment for their treatment of the men in the last enlistment.

3. The skeptic and agnostic thought it romantic to watch the gigantic lunatic act so frantic and acrobatic.

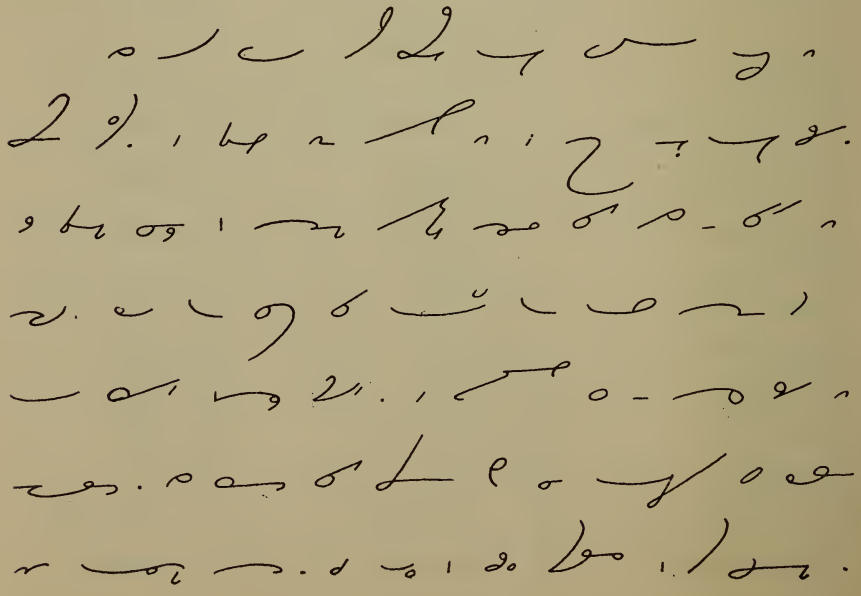
4. By judicious and efficacious action we can compel the pernicious and fractious person to do meretricious work and be less loquacious and contentious.

5. A trip from Rockport to Parkersburg and on to Nashville was a hardship in my boyhood days.

6. The conductor declared to the porter that the trader had paid the fare from Decatur to Edmuston for the educator.

7. Your attitude on social matters is an aggravation and derogatory to favorable progress. He is exceedingly abusive.

Reading Exercise



SEVENTEENTH LESSON

PHRASING

§ **135.** When forming phrases the student should observe the following rules:

1. Do not join more than four words in one outline; usually two or three.

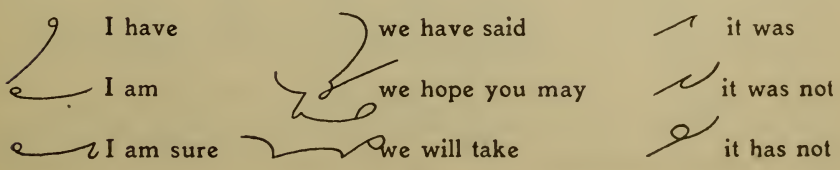
2. Do not form phrases that require the pen to go more than the length of a B-stroke from the writing line; or that contain more than three horizontal strokes.

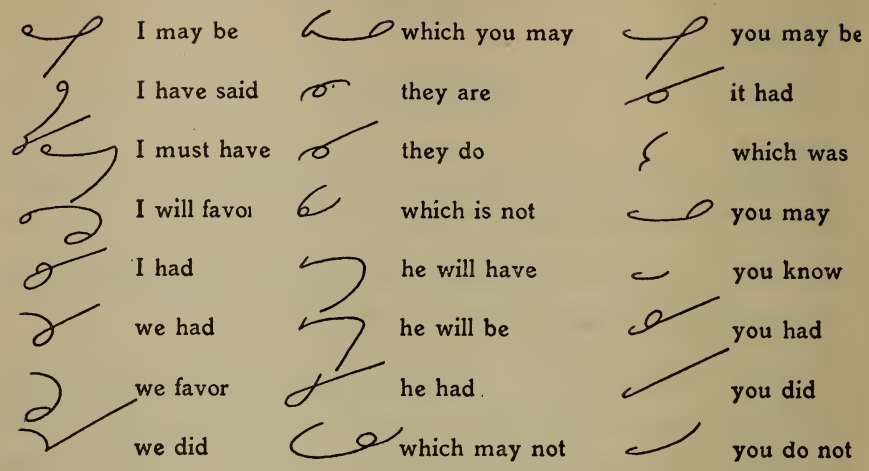
3. Join only such words as are connected in sense—never join words separated by a pause.

4. Join only outlines that form good junctions. Watch the angles. Never form an obtuse one; they are not necessary in this system.

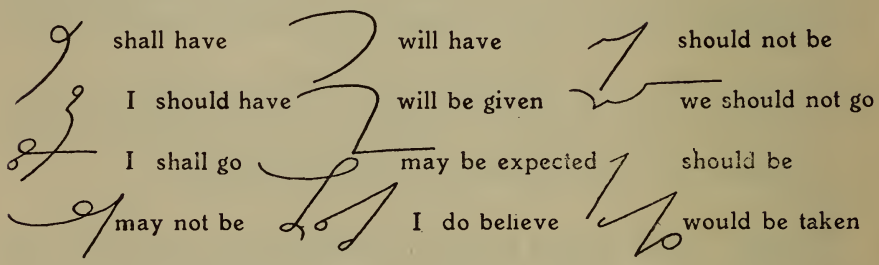
§ **136.** The great bulk of phrases is made up of the little, every-day words joined without changing their individual outlines, and phrasing may be reduced to the following grammatical rules:

(*a*) A pronoun in generally joined to a following verb:

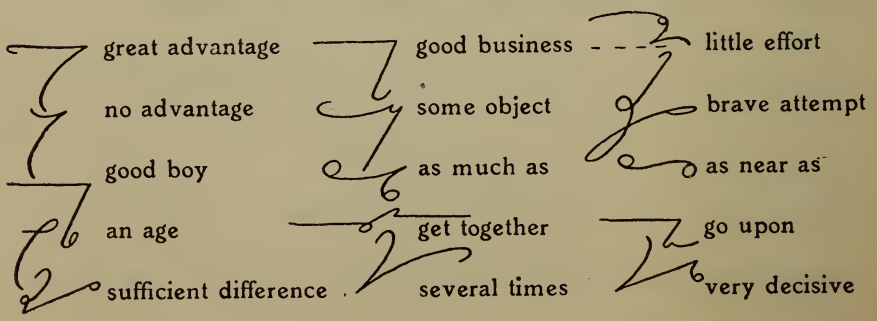




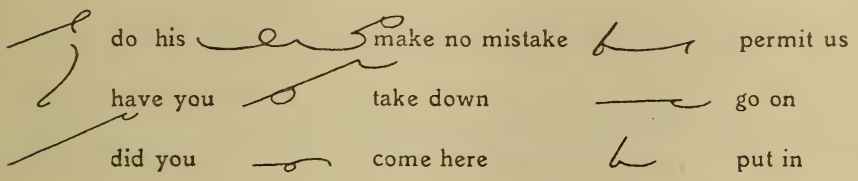
(*b*) An auxiliary verb, with or without *not*, is usually joined to the principal verb:



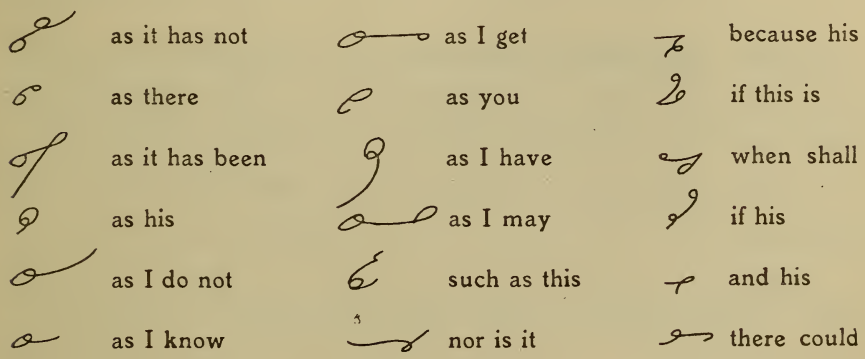
(*c*) A word that defines, modifies or limits is often joined to the word that is defined, modified or limited:



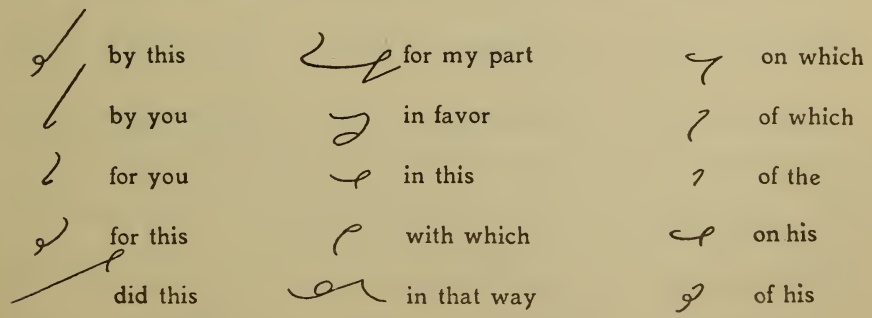
(*d*) Sometimes a common word is joined to a preceding verb:



(*e*) An adverb or conjunction is frequently joined to a following word:



(*f*) Prepositions are frequently joined to words that follow:



Rem. In a very few cases *with* may be expressed by *i*, as in *with which*, in the above list.

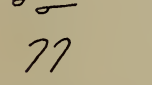
§ **129.** Omit *from—to—* when used in connection with repeated words, or contrasted words:

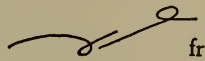
from day to day

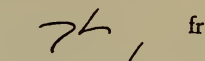
from time to time

from hour to hour

from week to week

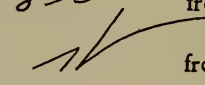

from place to place


from light to dark


from rich to poor

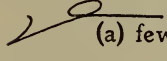
from good to bad

from head to tail


from top to bottom

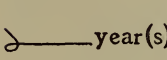
§ **130. Modified Forms.**—Any portion of a word that will naturally be suggested by the phrase-outline may be omitted to secure a better outline, as—

(*a*) Dropping the vowel from *ago*, *by*, *could*, *few*, *my*, *week:*


(a) few days ago

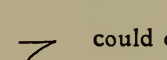
past week

my agreement

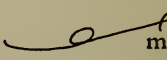

year(s) ago

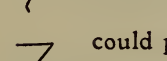
per week

my signature


could change

could be

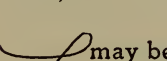

my address

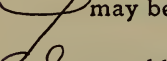

could put

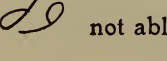
last week

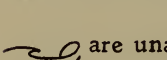
could charge

(*b*) (*Un*)*able*, following *be*, *been*, *not*, or *are*; and *than*, following adverbs of comparison, expressed by *a*:


may be able


not able


are unable


be able

would be unable

tighter than

sooner than

easier than

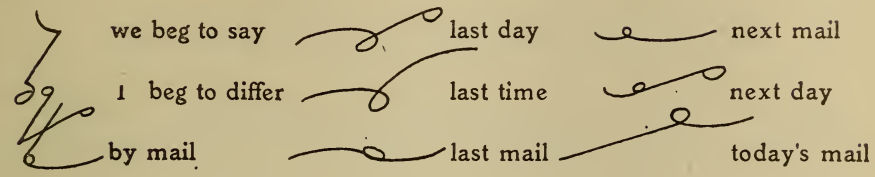
later than

faster than

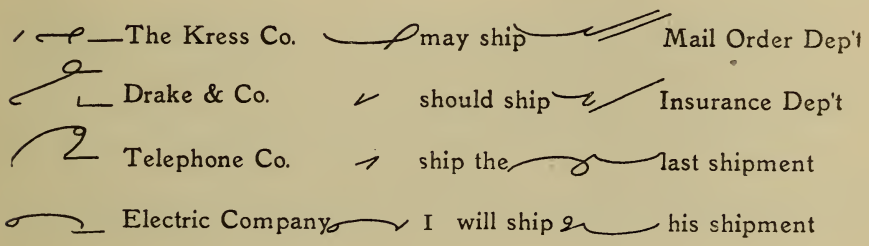
lower than

wetter than

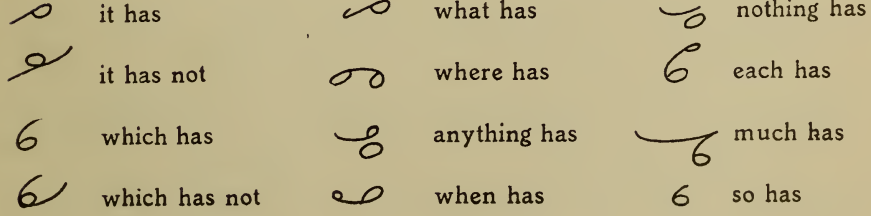
(*c*) *Beg*, sometimes expressed by *B*; *last*, by *La*; *next*, by *Ne*; *mail*, by *M*:



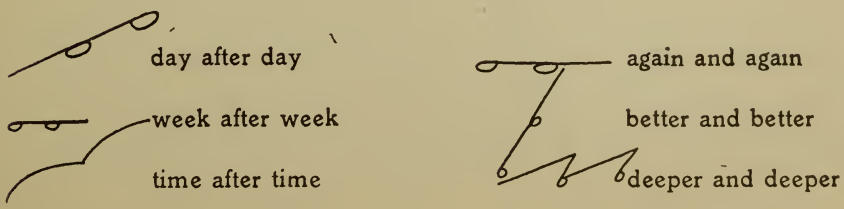
(*d*) *Company*, when part of a name, is expressed by *K*; *ship* sometimes expressed by *Sh*; *department*, by *D*:



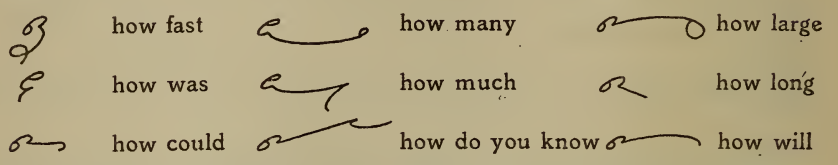
(*e*) *Has* is regularly expressed by the large circle:



§ **131.** Between repeated words omit *after* and *and*:



§ **132.** When phrased *how* may be expressed by either *ow* sign, writing the one that unites with another sign with the greater facility:



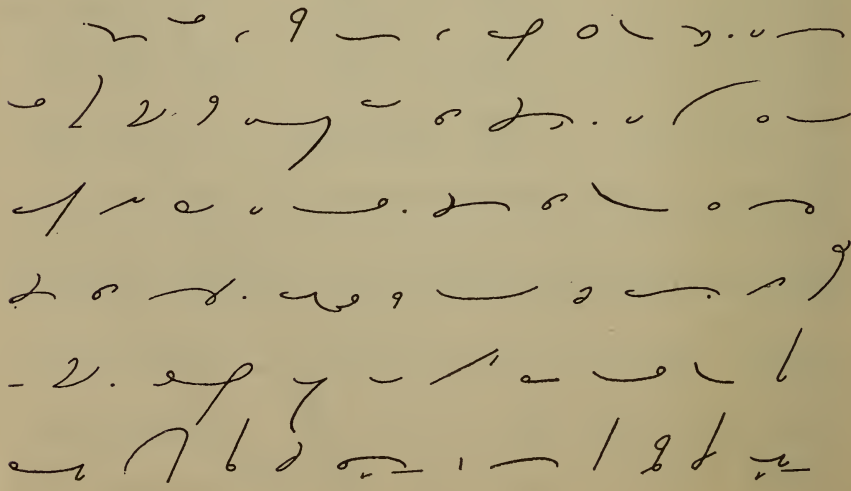
Writing Exercise

Gentlemen:

Answering your letter of the 21st, we have sent tracer after the car of cedar shingles which was shipped you on the 3d of June. We hope you will receive them without further delay.

In your order for barb wire you do not specify the gauge size nor the method of transportation—whether by rail or by water. Kindly advise us on these matters. Yours truly,

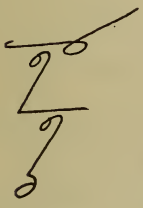
Reading Exercise



EIGHTEENTH LESSON

ADVANCED PHRASING METHODS

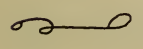
§142. **Omission of Words.**—1. *To* may be omitted when following *able*, *according*, *glad*, *like*, *order*, *ought*, *reference*, *regard*, *regret*, *said*, *seem-s*, *wish*:


glad to do

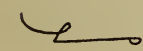
able to go

able to say

with reference to


with regard to

wish to come


wish to get

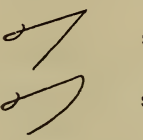
in order to be

in order to have

able to get

like to do

according to his


said to be

said to have

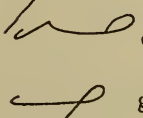
seems to be

seem to be

seem to have

ought to know

ought to be


ought to make

glad to be

ought to do

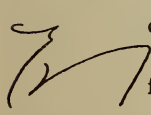
2. Generally, any small connecting word may be omitted, provided the construction of the sentence is such as will require the restoration of the word when transcribing. Illustrated on the next page.

on or about

hand in hand

some of them

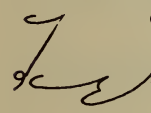
one or more


on the subject

for the time being

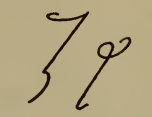
out of the question

in the matter of


one of the best

sum and substance

here and there

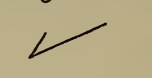

on or before

over and above

more and more

how do you know

ready to ship

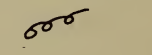

up to date

one of the most

view of the matter

great or small

more or less

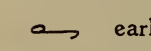

hither and thither

§ **145.** *Early*, and *hour* are sometimes expressed by the reversing principle (see § 55):

early date

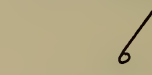
at an early date

at the earliest opportunity


early call

early opportunity

suggest our


be our

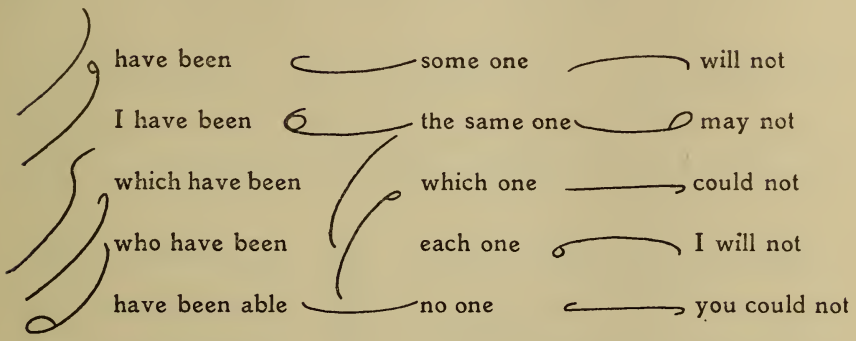
signify our

at our

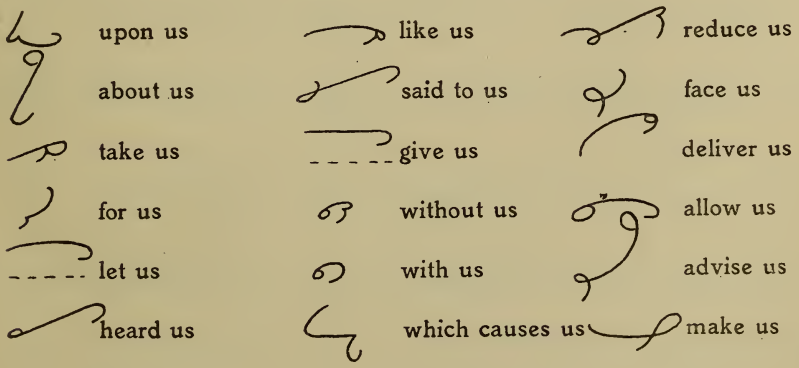
take our

§ **146.** The reporter occasionally may derive advantage by making use of the super-length princi-

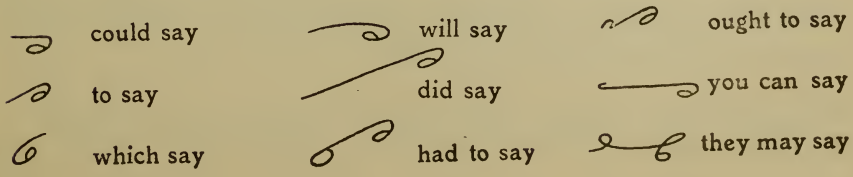
ple to add *been*, *own* or *not* in writing such phrases as the following:



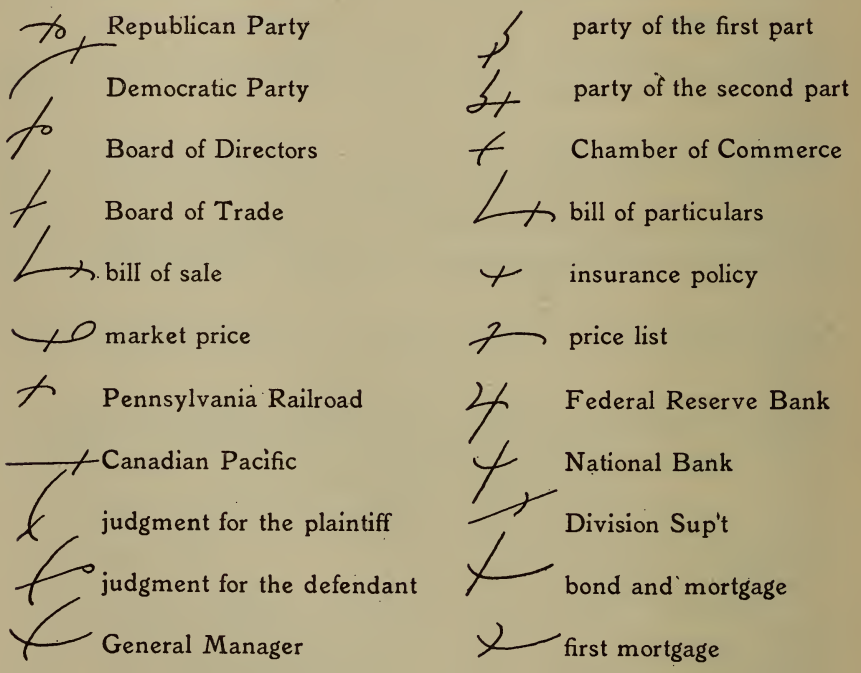
§ **136.** The reporter writes the comma-S or the S-hook for *us*, or it may be added to an outline ending in *s* by changing *s* to *sus*. See § 22.



§ **137.** Advantage is taken of the S-hook to add *say*:

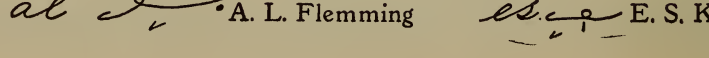


§ 138. Intersections.—Special terms in any line of work may be expressed by very brief, intersected outlines. Specific rules for their formation can not be given, but the examples below will show how it is done. The stenographer should compile a list of the oft-used terms employed in his or her line of work and devise intersected signs for them.

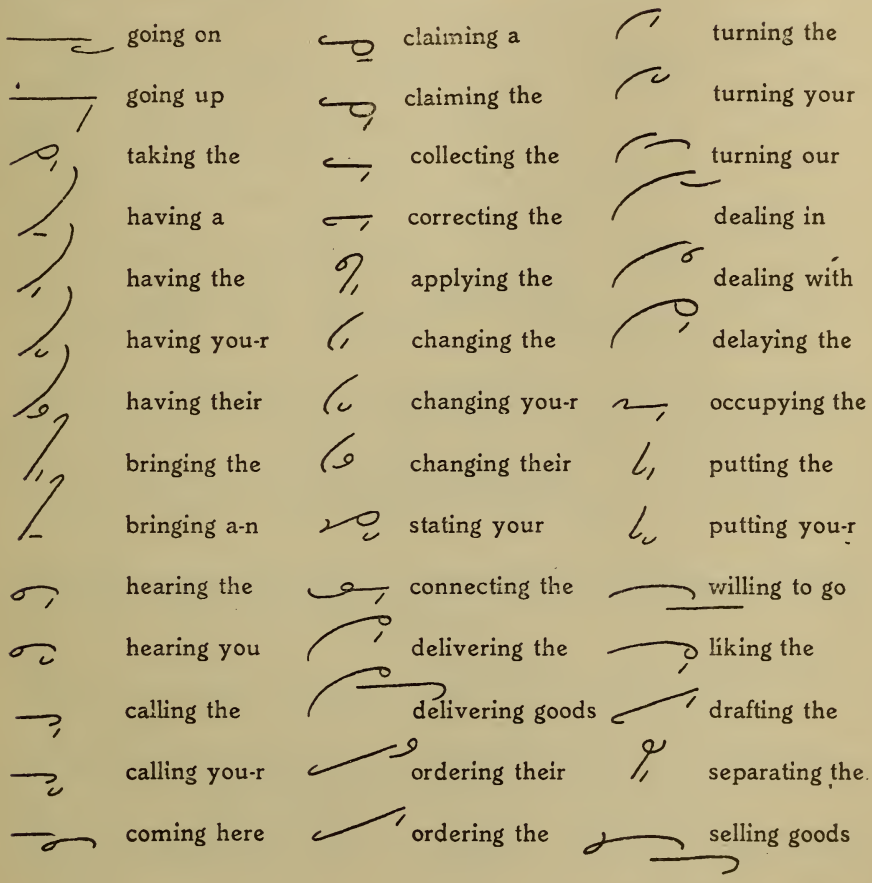


NOTE—The phrase *list price* was inadvertently omitted from the above engraving. Write L intersected by P.

§ 139. Initials should be written in "lower-case" longhand characters, joined:



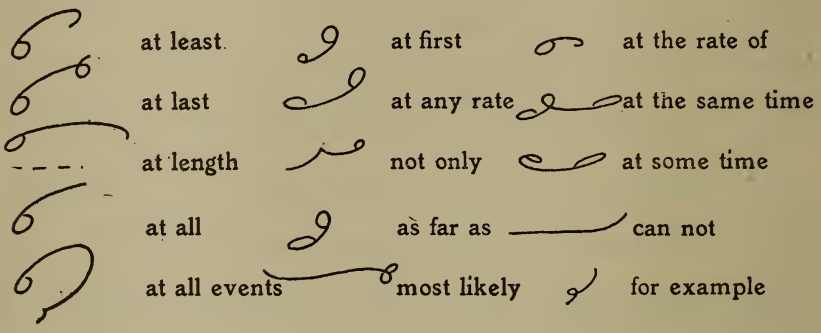
§ 140. Exercise on the implication of *ing* by placing the outline of the following word in the *ing*-dot location. See § 36, Rule 3, page 28.



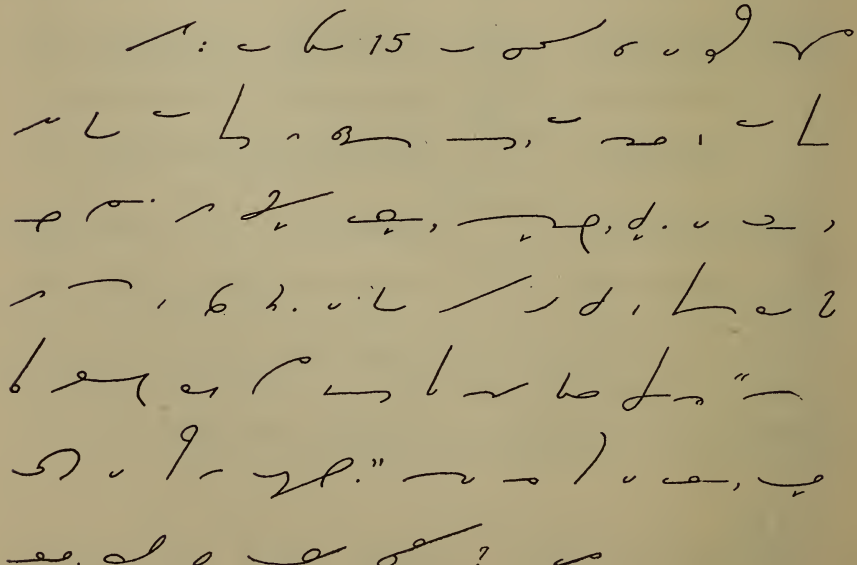
Rem. It should be observed that where one word ends in *ing* and the next begins with *com-n*, as "having concluded," neither *ing* nor *com-n* can be expressed by implication for there would be no way of determining which was implied.

§ 141. In a few phrases of frequent use *at* may be expressed by the *a* circle. The other phrase-

outlines in the following list should be regarded as special outlines, and not as illustrating any general principle for the abbreviation of other phrase-signs.



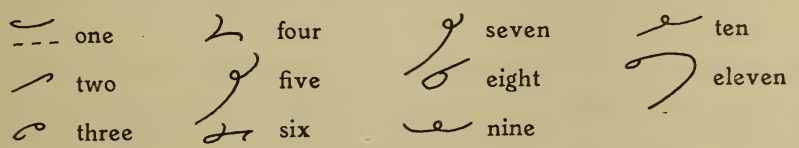
Reading Exercise



NINETEENTH LESSON

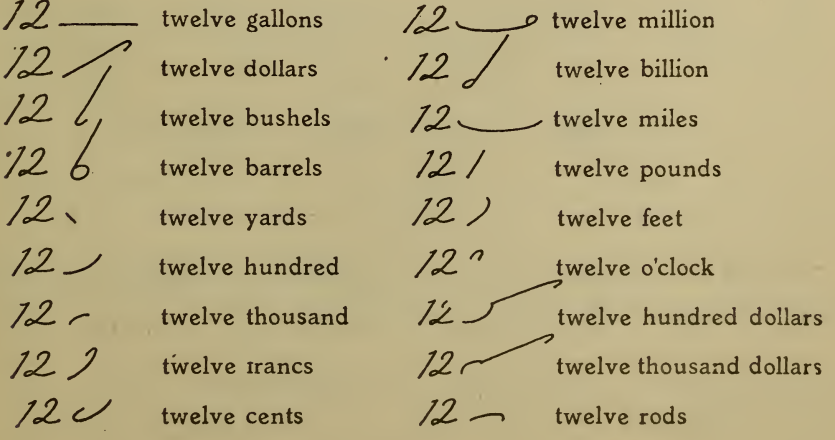
CONCLUDING INSTRUCTIONS

§ **142.** Numerals 1 to 11, both inclusive, should be written in shorthand. Above 11, the Arabic signs are usually the better to employ:

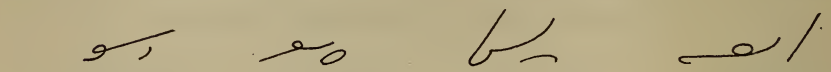


§ **143.** Decimals are expressed by small, "superior" figures. Omit the dash from fractions:

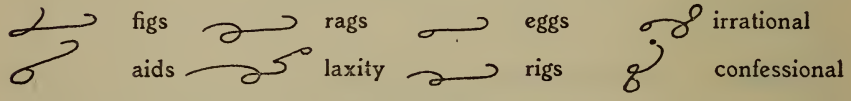
§ **144.** Quantitative words when following a number, are recorded as follows:



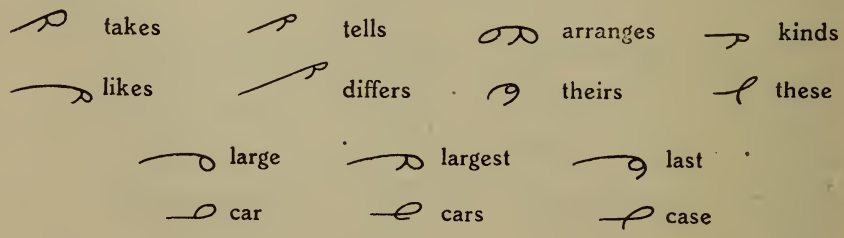
§ **145.** *Street*, *Avenue*, *Boulevard*, and *Road*, when used in addresses, are expressed by their initials:



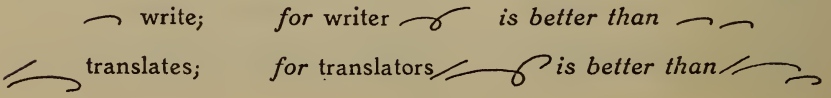
§ **146.** When a straight stroke begins with a hook or circle on the under side, a following S-hook should be turned on the upper side to preserve "balance." *Al* in *shunal* may be reversed for the same reason:



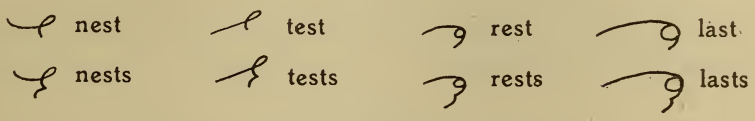
§ **147.** When adding *s* to word-signs that do not contain the last consonant of the root-word, be careful to preserve the exact appearance of the original outline so as to avoid confusion with other words:



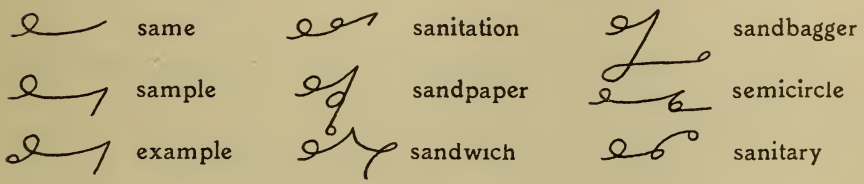
§ **148.** Always write a derivative outline in full if no greater effort is required than to do otherwise:



§ 149. When forming plurals of monosyllabic outlines ending in *s*, and from which a final *t* has been dropped, repeat the *s*-sign:

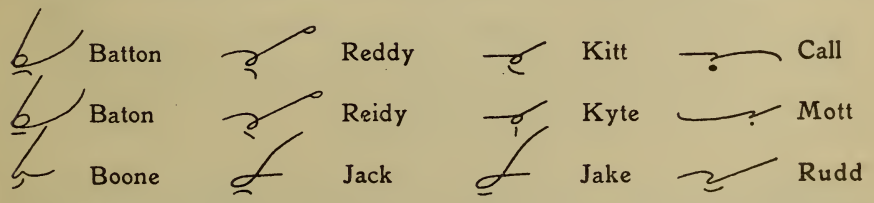


§ 150. S may be written upward before M and N:

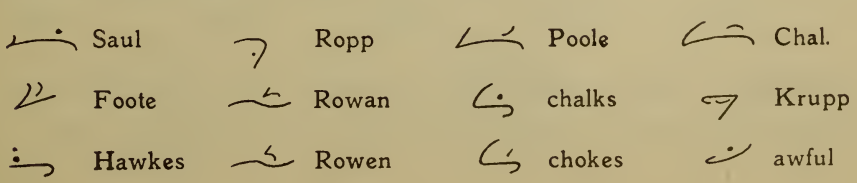


NOTE—This way of writing S will cause no confusion with Th. If read as Th the effect is the same as a person lisping, as, "I got thanitary thamples," for "I got sanitary samples." Further, there is no objection to writing S upward after R and L.

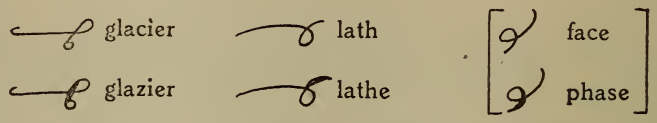
§ 151. So that any vowel sound may be recorded the following additional precision marks are provided:



§ 152. A precision mark may be written to record an omitted vowel:

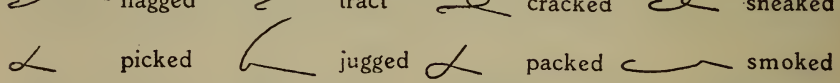


§ **153.** If it should ever become necessary to distinguish the sound of *th* in *breath* from *th* in *breathe*, make a heavy sign for the latter. The same method is used to distinguish the sound of *zh* in *glazier* from that of *sh* in *glacier*:



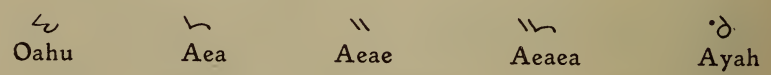
§ **154.** The plural of *shun* may be expressed by changing Sh into a small loop:

§ **155.** Slightly inclining K downward adds *t*, and inclining G adds *d*:



Rem. If preferred, the past-tense dot (see Section 79) may be used in place of this expedient.

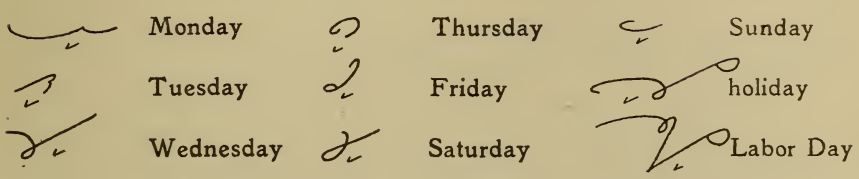
§ **156.** Proper names composed almost entirely of vowels, are expressed by precision marks, thus:



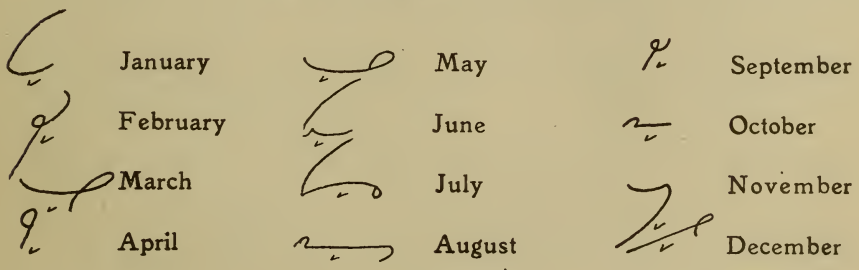
§ **157.** When the first half of a compound word ends in a vowel, and the second part begins with a

vowel or H; or when the first part ends in D or T and the second part begins with G, K, or L, it is better to break the outline into two sections, thus:

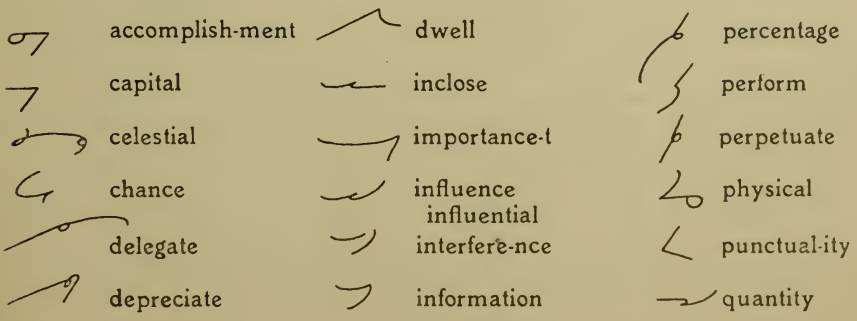
Days of the Week, Etc.



Months of the Year

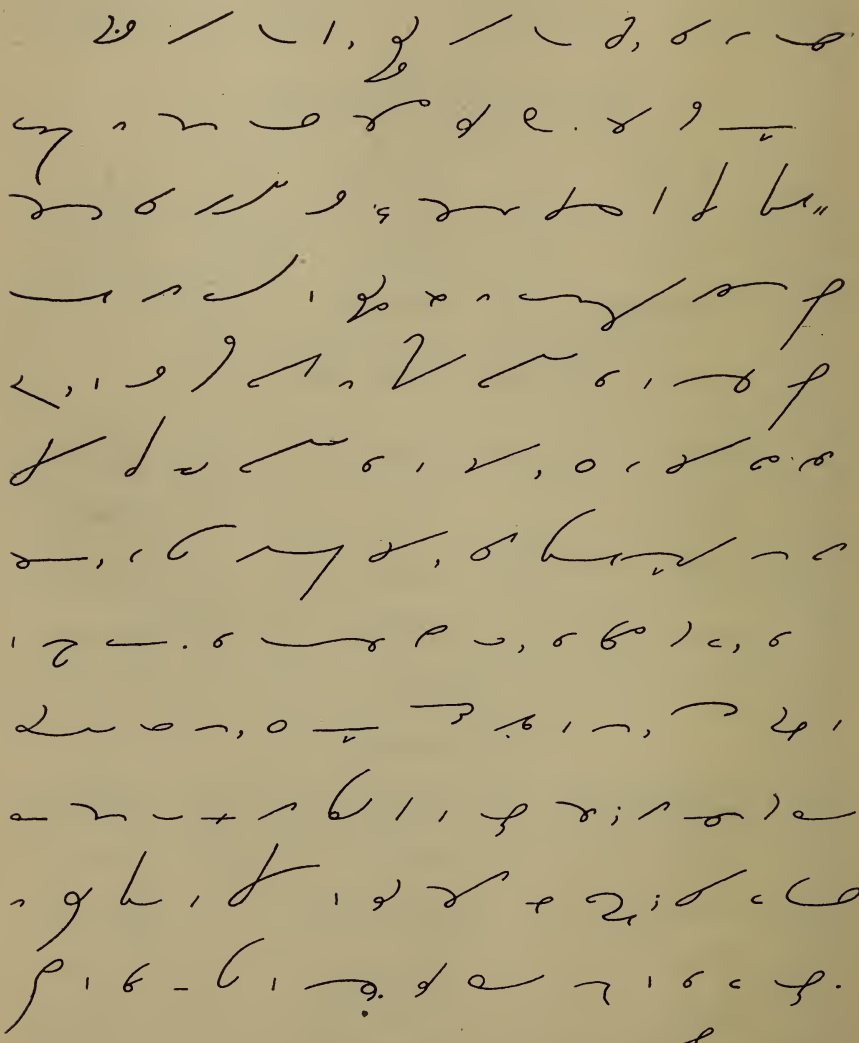


Contractions



Reading Exercise

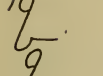
(Extract from Lincoln's Second Inaugural Address)

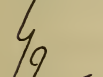


SUPPLEMENTARY LESSON

GENERAL EXERCISE

abrupt


abscond

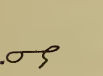

absorb

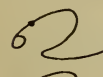
absurd-ity

accompany

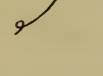
accordance

accord-ing


accumulate


acquisition

advancement


adverse

advice, advise

against

along

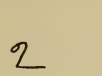
ambition
ambitious

ancestor

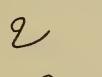
anniversary

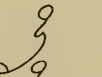
annual

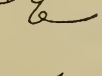
anxiety

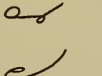

applicant

application


apprehend

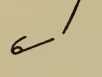

approval


approximate

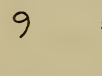

architect

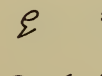
ascertain

assemblage


assembly

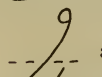
assert


assertion


assist-ance

association

assume


astonish-ment

attend

avenue

bankruptcy

beauty

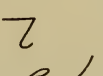
beheld

behold

beligerence-t

builder

candidate

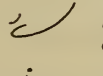

capitalist

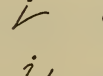
carpenter

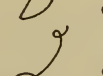
certify,
certificate

challenge

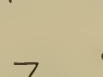
chapter

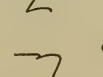

children

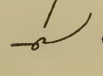

circumstance
circumstantial


competitor

comprehend


conservative


contemplate

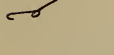

cooperate

corroborate

countenance

create

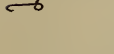
creator


creature

credit

credulous

culpable


cultivate

culture

custom

customary

decisive

defend-ant

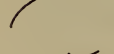
deficient

demonstrate

denunciate-ion

depend-ence

designate-ion


develop-ment

dimension, diminish

distinct

distinguish

duplicate

eccentricity

effort

endeavor

endure-ance

especial-ly

estimate

etc.

event-ual

exception

executive

exhort-ation

exist-ence

expedience-t

expend-iture

expire-ation

express

extraordinary

fictitious

foreign

forenoon

formidable

fortunate

foundation

fraudulent

fugitive

fuller

genius

gentle

gentleman

genuine

gradual

hardware

headquarters

impassable

impossible

inaugurate

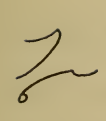
incentive

incidental

indefinite

indemnification

indirect


individual

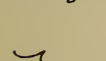
indolence-t

induce-ment

indulge

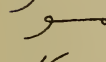
industry-ial

inherit-ance


insistence-t

intangible-ility

integrity

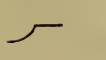

(indignity)

intelligence

intelligible

intimidate

intolerant


intoxicate-ion

intricate

irresistible

jeopardize, jeopardy

judgment

jurisdiction

jurisprudence

justice

kingdom

land

language

lawyer

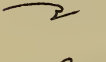
legislature

liberal

limitation

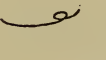
list

lost


machinery

manner

mathematics


meanwhile

mechanic

messenger

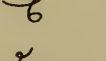
missionary

morning

mortgage

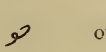
necessitate

notwithstanding

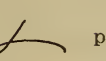

number

obsolete

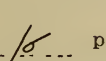
obstinate

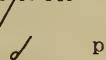

office

operate-ion


parallel

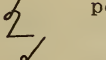
pecuniary


penetrate


perhaps

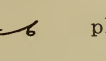
permit

perplex-ity


persevere-ance

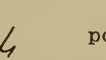
persuade

philosophy


plan

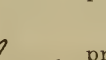
pleasant

position


possession

predominate

problem


product

proficient

property

proportion-ate

proportioned

proposal

prospect

purpose

pursue, pursuit

recapitulation

reciprocity

recollect-ion

recur-rence

refine-ment

relative

relinquish

remain

remark

remember

response-ible

retire-ment

reservation

righteous

reverse (revise)

scripture

scientific

second

singular

south

southern

spoke-n

statement

store

study

subjugate

subtract

supply

surrender

suspicion suspicious

tempest-uous

temptation

tender-ness

together

trade

transparent

tumult-uous

typewriter

unacquainted

undecided

undoubted-ly

unnecessary

urge

use

valuable

vulnerable

whether

wicked-ness

verdict

vigorous

visible

voluntary

west

western

year

yesterday

LARGE CITIES

STATES AND COLONIES

LIBRARY OF CONGRESS
0 029 826 011 6